

2013

Northern Rockies
Restrictions and Closures

www.firerestrictions.us



FIRE RESTRICTIONS WEBSITE REFERENCE GUIDE

Table of Contents

Access	1
Liaison	1
Useful Information	1
General.....	1
HTML Formatting	1
Log In.....	1
Selecting State, Restriction Area, Management Unit	3
Current Restrictions	5
Adding New.....	5
Editing Current.....	7
Deleting Current.....	9
Upcoming Restrictions	11
Adding Upcoming.....	12
Editing Upcoming.....	13
Deleting Upcoming	15
Draft Restrictions	17
Adding Draft.....	17
Editing Draft	19
Deleting Draft.....	20
Activating a Draft	22
Press Release	23
Adding New.....	24
Editing Press Release	26
Deleting Press Release	27
Area Info	29
Adding Info.....	30
Editing Info.....	32
Deleting Info.....	34

This Guide will provide instructions for logging in to your Restriction Area and adding, editing and deleting: restrictions, press releases and area information. Words in **Bold**, refer to menus or edit options. Words in ***Bold Italics*** indicates the section or area of the website being referenced. The generic term “restriction” is used throughout this guide, but all information applies to local burn ban, Stage I or II restrictions, and closures. All information is posted in real time. As soon as you press **Save**, it is live on the website.

ACCESS

Access to input information will only be given to Restrictions and Media Coordinators and identified alternates. Coordinators and their alternates will only have access to their Restriction Area.

Website Questions, Troubleshooting, and Access: Please contact Curtis Phelps – Website Liaison:

Phone: 406-329-3401

Email: clphelps@fs.fed.us

USEFUL INFORMATION

Browsers: Internet Explorer sometimes becomes extremely sluggish. Try switching over to Mozilla Firefox, you may notice a considerable increase in performance.

Logging Out: You must log out to be logged out. Simply closing your browser window will not log you out.

Useful Code: The text boxes under the ***Current Restrictions, Upcoming Restrictions, Press Release, and Area Info*** require HTML formatting to create a link to an external website, or to indent a line or paragraph. The HTML code will remain on the input side of the site, but will look normal on the public side. The following code can be copied and pasted into the text and edited to include the correct information.

The following describe each:

- Link to an external website

HTML Code: `TYPE THE NAME OF YOUR LINK`

You Type: `Lolo National Forest Website`

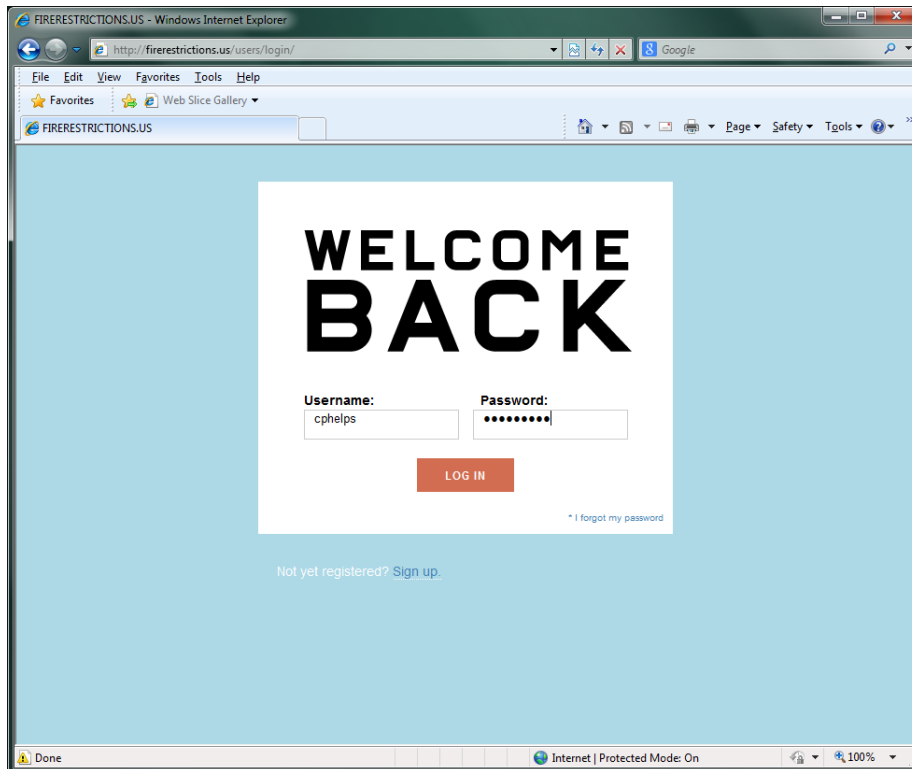
Result in the text box (once saved): [Lolo National Forest Website](http://www.fs.usda.gov/lolo) (which, when clicked, will direct the user to the website identified in the code)

- Indent a line or paragraph

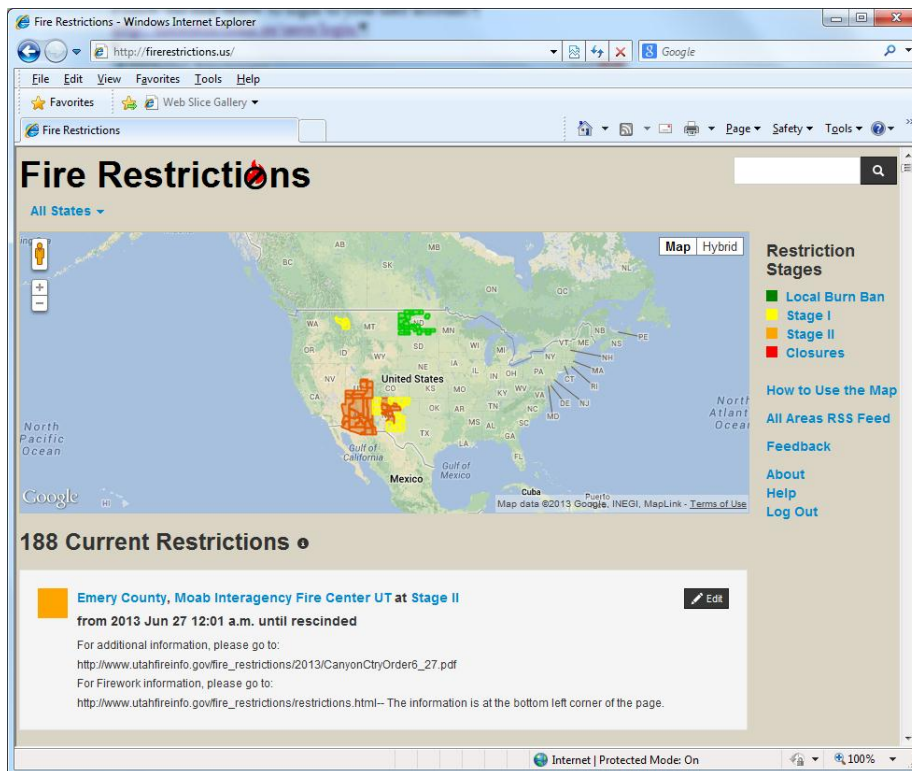
HTML Code: `<blockquote>This text would be indented</blockquote>`

LOG IN

To **Log In** to your user account go to: <http://firerestrictions.us/users/login/>

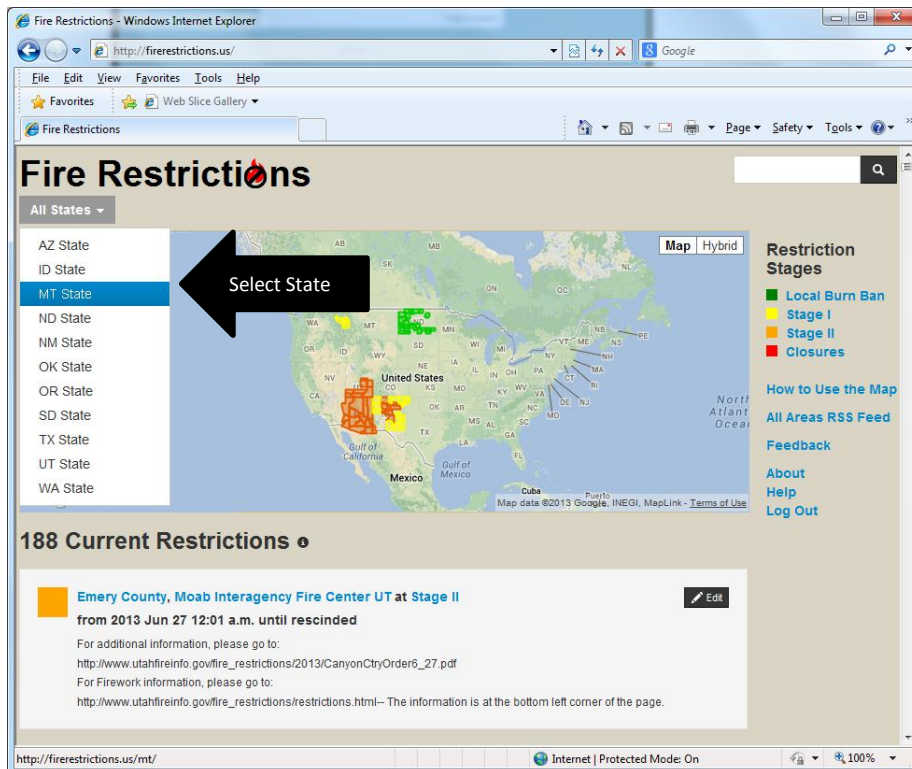


After you enter your credentials and select **Log In** you will be transferred to the page below.

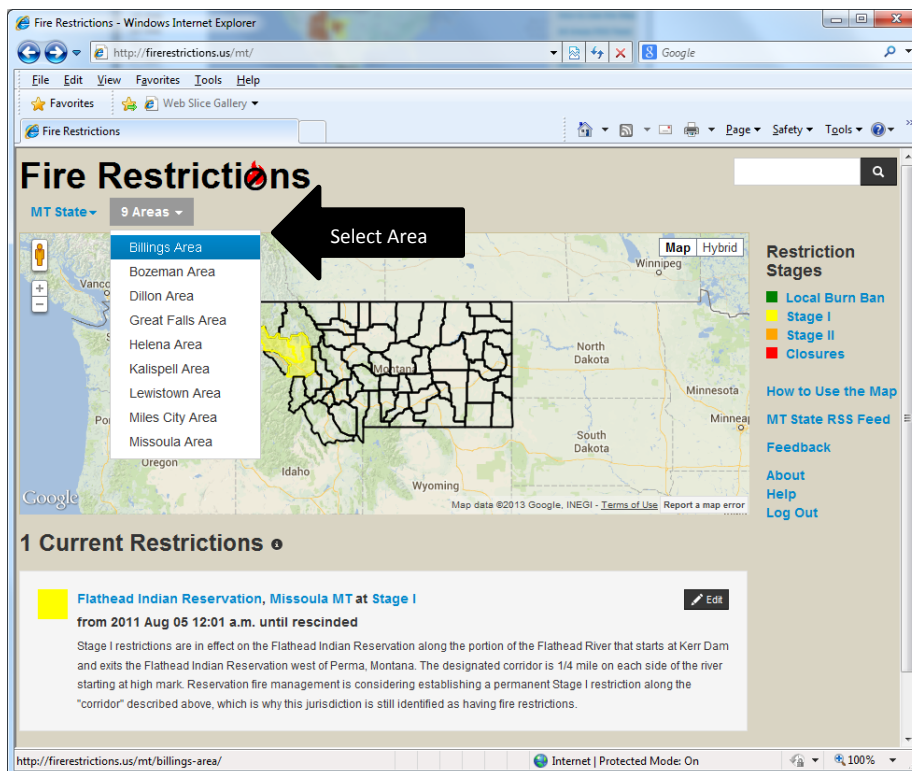


SELECTING STATE, RESTRICTION AREA and MANGEMENT UNIT

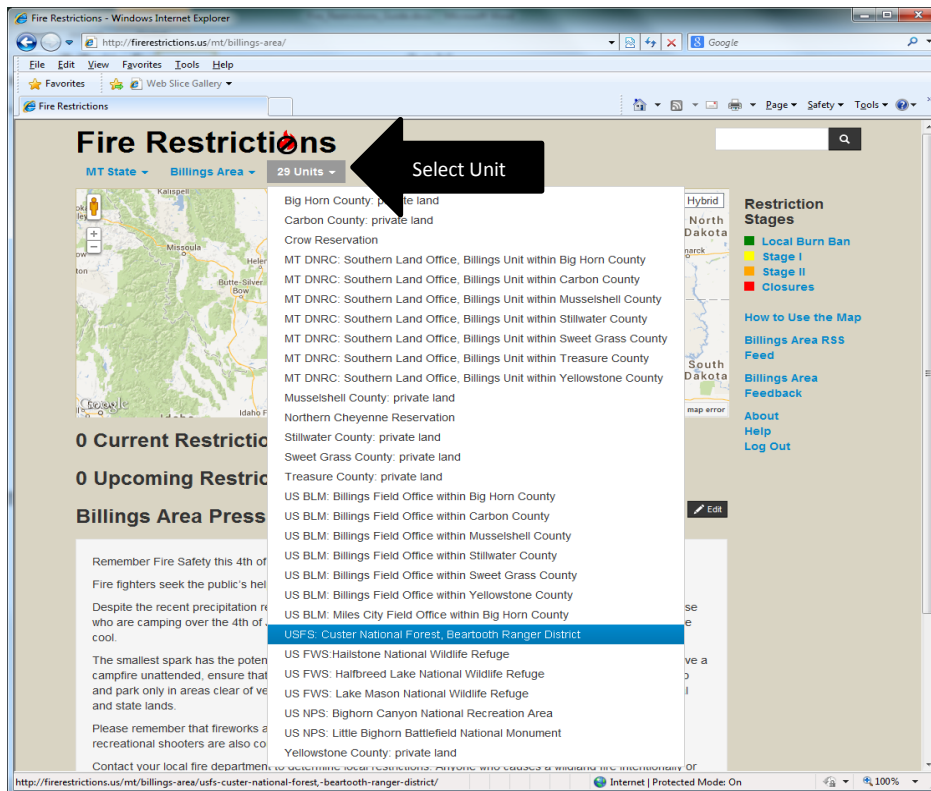
When you have reached the above page, you will be ready to navigate the site and make edits. The first step is to select your state from the **All States** drop down menu.



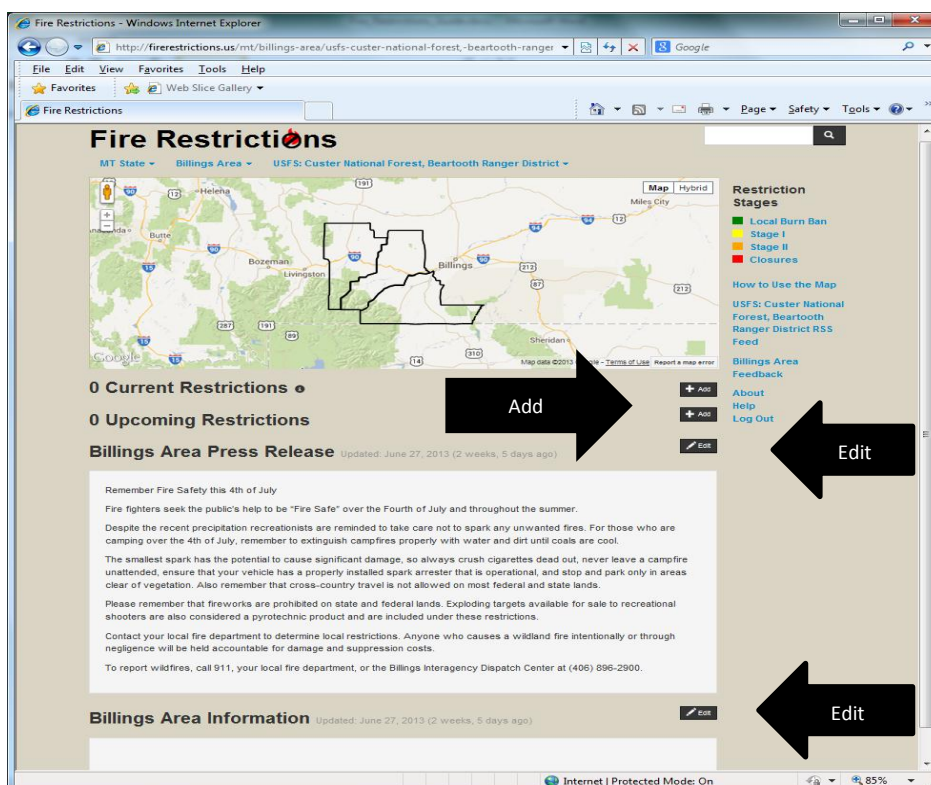
Next you will be transferred to the page below and using the **Area** drop down menu you select your Restriction Area.



After you have selected your Restriction Area you will be transferred to the page below. Use the **Unit** drop down menu to select your Management Unit. You only have the option to post a restriction from the Management Unit page. Currently you can only select one Management Unit at a time within your Restriction Area.

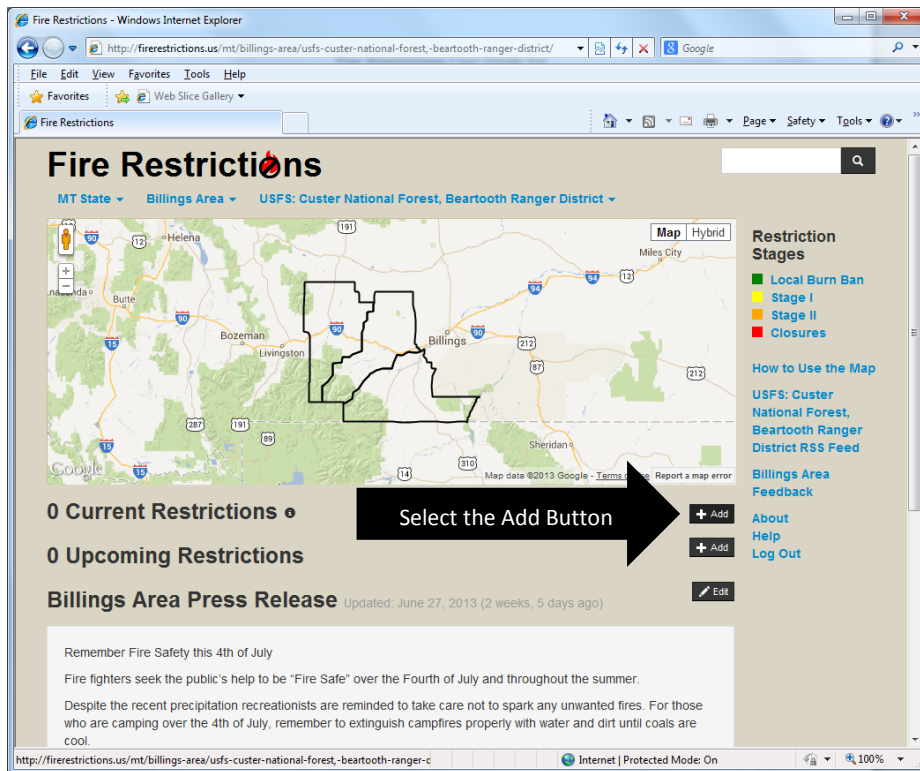


After you have selected your Management Unit, you'll be transferred to a page where you can choose the **Add** or **Edit** functions to manage your information.

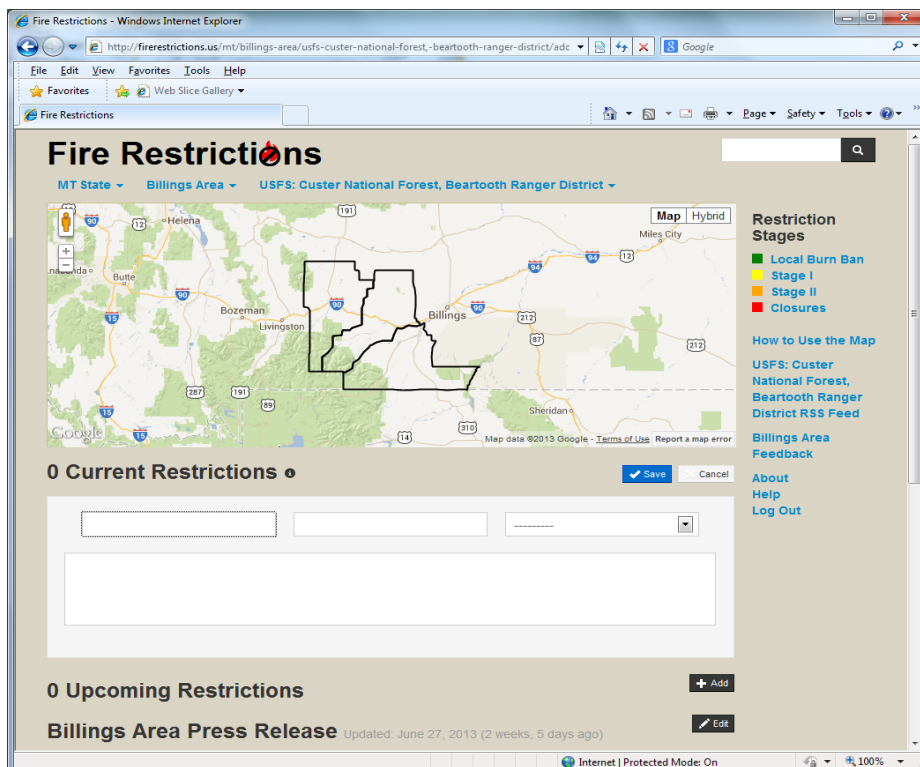


CURRENT RESTRICTIONS

Adding: To add a restriction, select the **Add** button to the right of *Current Restrictions*.



You will be transferred to page like this where you can create a new restriction.



You will need to enter the **effective date and time** and the **end date and time** (if known). If you do not enter a time it will default to midnight. Select the **restriction** type, enter a **description**, and select **Save**.

End date and time: If you know how long the restrictions will be enacted, enter an end date and time. You can later edit this restriction and enter the date and time when the decision is made. When left BLANK, it will automatically post as **“Until Recinded”**. The system will automatically remove the restriction from the website at the specified end date and time.

Description: This box should be used to provide information that is not provided in the description of the restriction. Information entered in this box should be as *concise as possible*. In order to create consistent information, the following is the **template/basic standard information to be included in this box**:

- Line 1: **For further information contact:** (phone and/or email)
- Line 2: **Year round permanent restrictions:** (either list or create a link to a website where the information can be found)
- Line 3: **Restriction document:** (create as a link to the website where the document can be found)
- Line 4: **Campfires are allowed:** (either list, create a link to a website where the information can be found, or if not allowed, state, **not allowed within this management unit**)

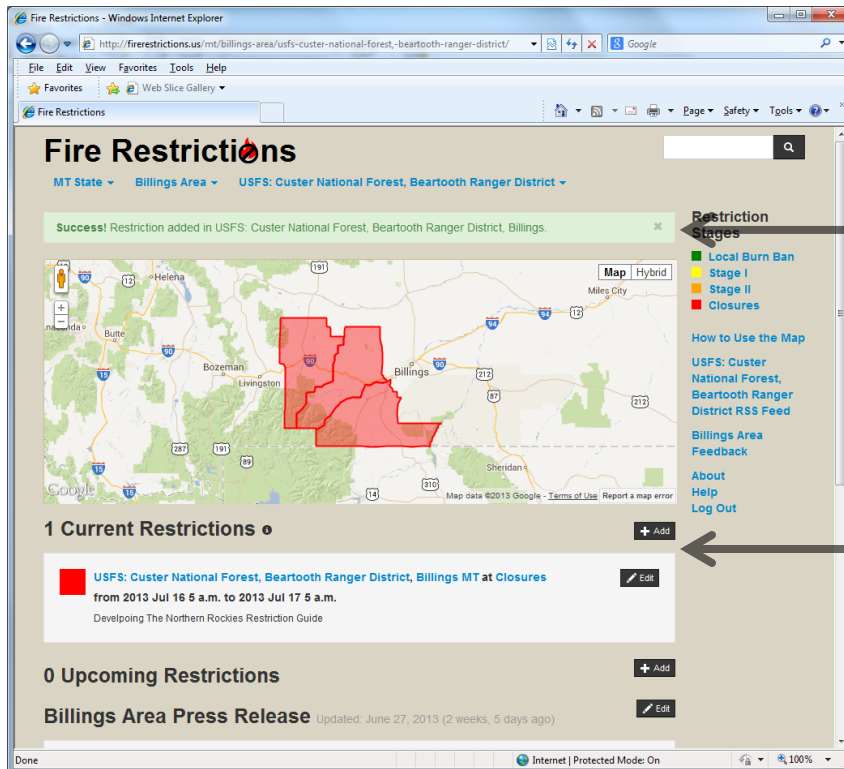
Briefly describe any other information specific to that management unit not described, if applicable, in the lines above.

The screenshot shows the 'Fire Restrictions' web application in Internet Explorer. The interface includes a map of Montana, a sidebar with 'Restriction Stages' (Local Burn Ban, Stage I, Stage II, Closures), and a main content area. The '0 Current Restrictions' section contains a form with the following fields and callouts:

- Begin Date and Time yyyy-mo-day 00:00:00**: Points to the first date/time input field (2013-07-16 05:00:00).
- End Date and Time yyyy-mo-day 00:00:00**: Points to the second date/time input field (2013-07-17 05:00:00).
- Save Button**: Points to the blue 'Save' button.
- Restriction Type**: Points to the dropdown menu showing 'Local Burn Ban', 'Stage I', 'Stage II', and 'Closures'.
- Description Box**: Points to the text area containing 'Developing The Northern Rockies Restriction Guide'.

Other visible elements include a 'Cancel' button, a '0 Upcoming Restrictions' section with an 'Add' button, and a 'Billings Area Press Release' section with an 'Edit' button.

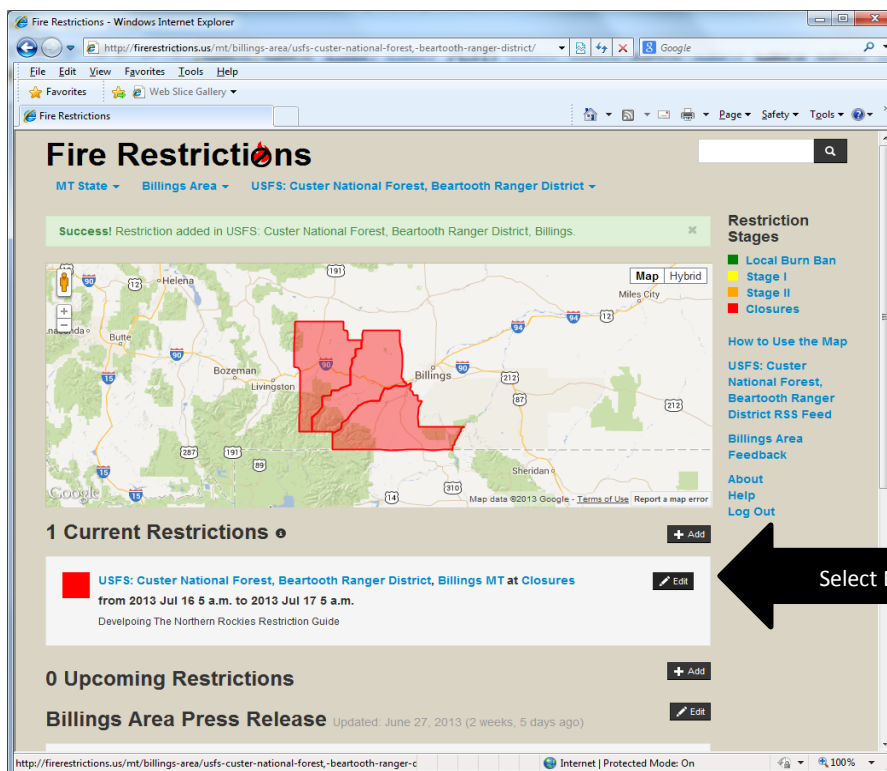
After you have successfully entered and saved your restriction, you will be routed back to the Management Unit page.



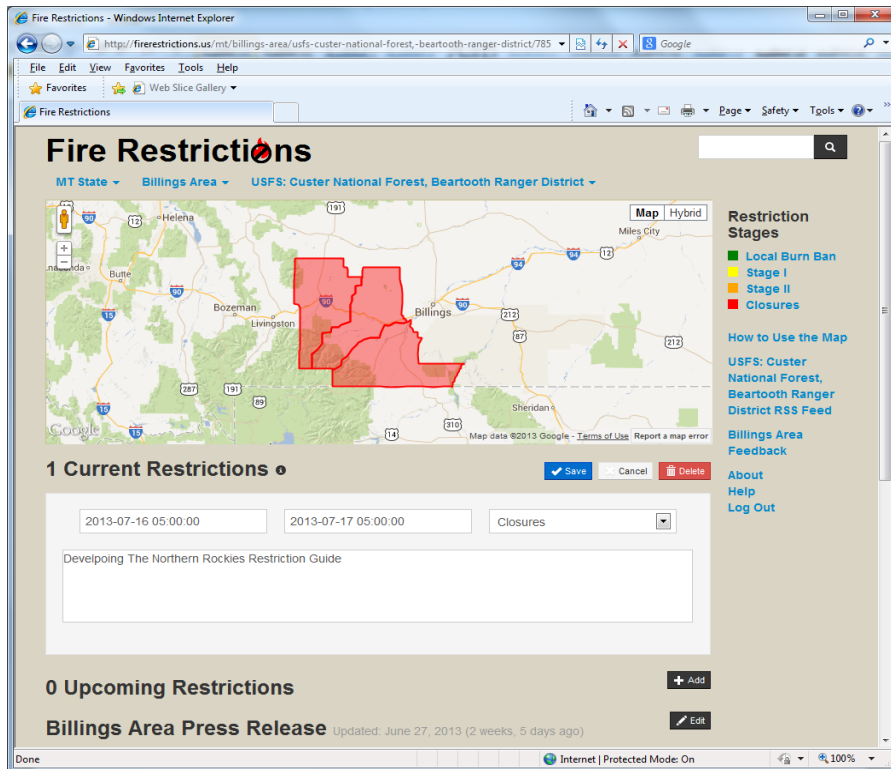
The Green Box confirms the add restriction was a success

Note: there is 1 **Current Restrictions** as a result of using the Add function

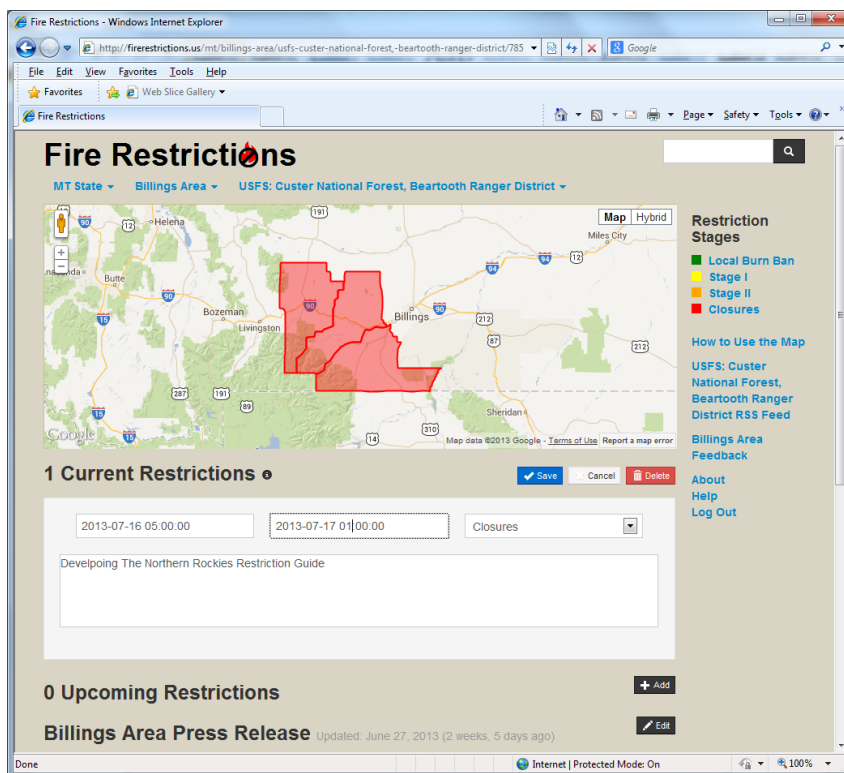
Editing: The following steps are used to edit a restriction. Select the **Edit** button next to the **Current Restriction** you wish to edit.



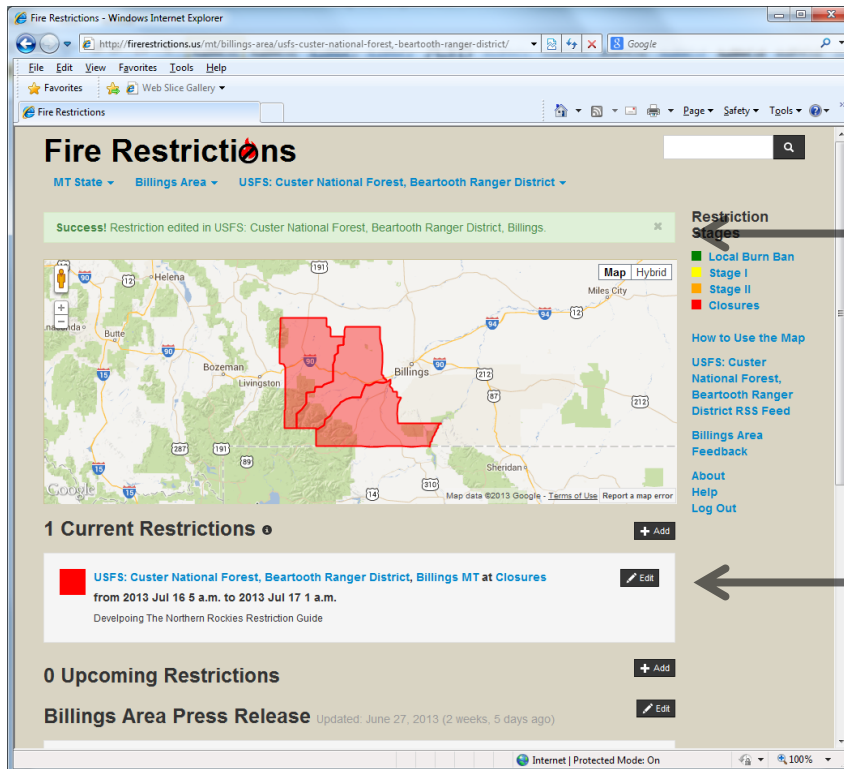
You will be transferred to this page where you can edit a restriction. This feature is most commonly used to correct editing mistakes or to enter an end date and time when the restriction will be rescinded.



After you make your edits select the **Save** button. Editing follows the same steps that were used to add the restriction. The following shows the change of the end time from 05:00:00 to 01:00:00.



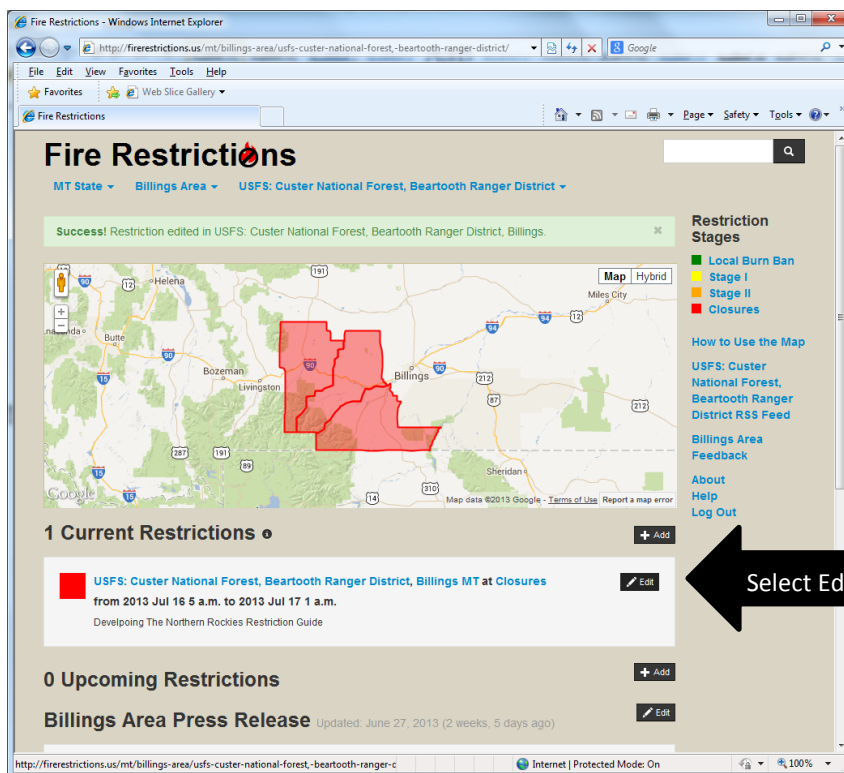
After you have edited the restriction and selected **Save**, you will be routed back to the Management Unit's page.



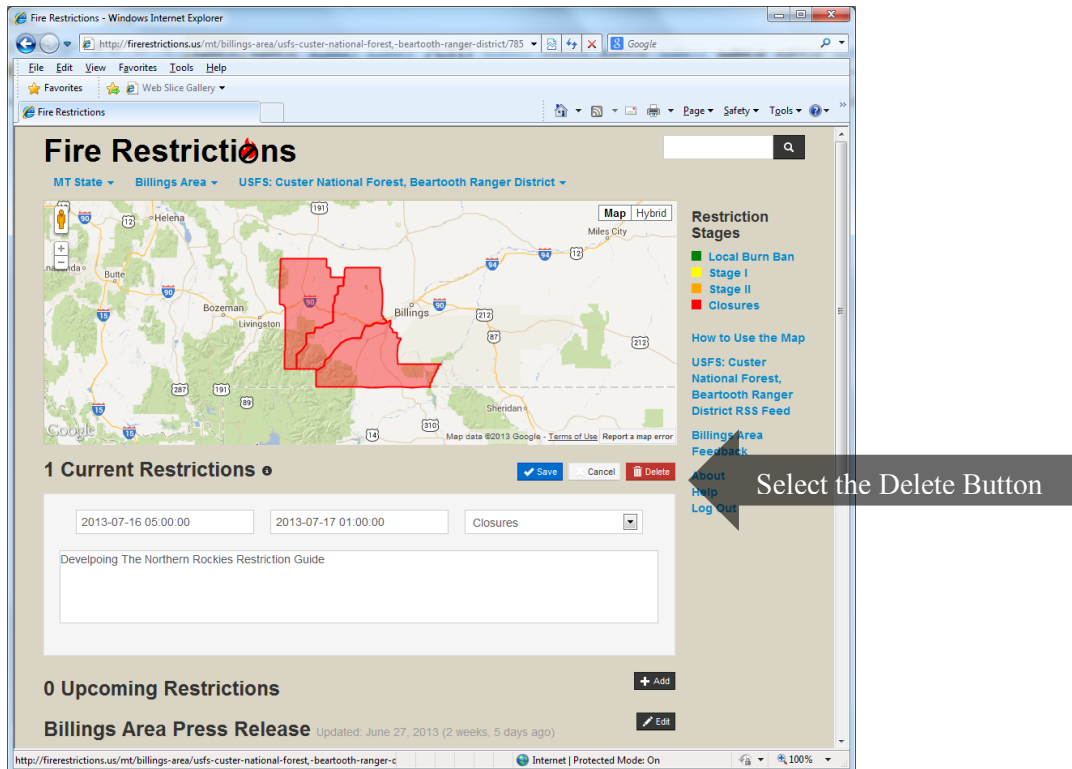
The Green Box confirms the edited were made successfully

Note the time changed from 5am to 1am consistent with the edit that was made

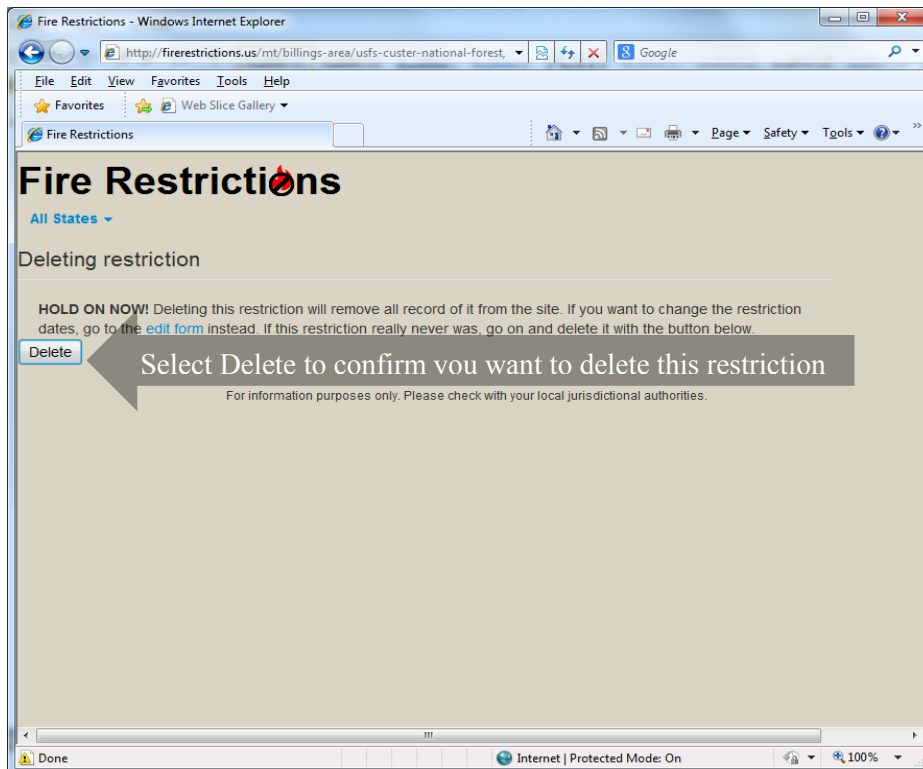
Deleting: On the Management Unit page select the **Edit** button next to the *Current Restriction* you would like to delete.



After you select **Edit** you'll be transferred to the editing page. Choose the **Delete** button.



After selecting the **Delete** button you will be transferred to this page, where you will select this **Delete** button.



After selecting the above **Delete** button you will be routed back to the Management Unit's page.

The screenshot shows the 'Fire Restrictions' website in a Windows Internet Explorer browser. The address bar shows the URL: <http://firerestrictions.us/mt/billings-area/usfs-custer-national-forest-beartooth-ranger-district/>. The page title is 'Fire Restrictions'. Below the title, there are dropdown menus for 'MT State', 'Billings Area', and 'USFS: Custer National Forest, Beartooth Ranger District'. A green success message box at the top states: 'Success! Restriction deleted in USFS: Custer National Forest, Beartooth Ranger District, Billings.' A legend on the right side of the page lists 'Restriction Stages': Local Burn Ban (green), Stage I (yellow), Stage II (orange), and Closures (red). Below the legend, there are links for 'How to Use the Map', 'USFS: Custer National Forest, Beartooth Ranger District RSS Feed', 'Billings Area Feedback', 'About', 'Help', and 'Log Out'. The main content area shows a map of the Billings area with a black outline indicating the restriction area. Below the map, it says '0 Current Restrictions' and '0 Upcoming Restrictions'. At the bottom, there is a 'Billings Area Press Release' section with a date of 'Updated: June 27, 2013 (2 weeks, 5 days ago)' and a reminder to 'Remember Fire Safety this 4th of July'.

The Green Box confirms the restriction was successfully deleted

There are now 0 **Current Restrictions** because you deleted your 1 restriction

UPCOMING RESTRICTIONS

This feature should be used when a Management Unit has decided to implement restrictions at a future date and time. This lets the public know that management has made a decision and how and when that decision will affect them. Restrictions for a Management Unit can be preloaded days in advance if the time/date of the restriction is known. For example, if a manager makes a decision on Monday to go into restrictions on Friday, the information should be entered on Monday with a start date and time for that Friday.

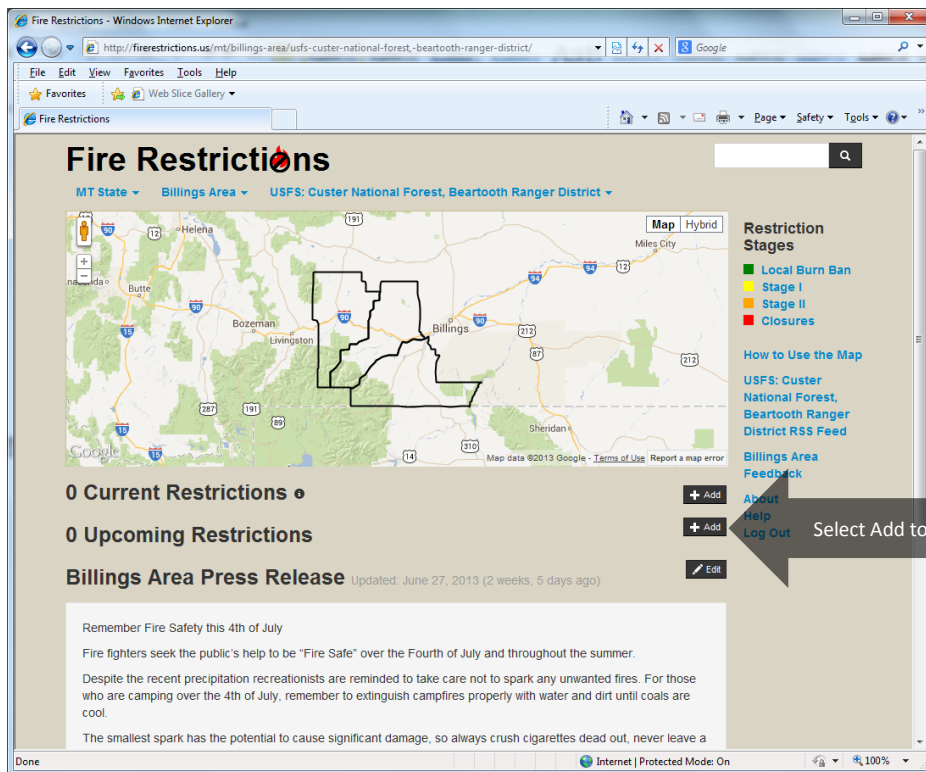
Description: This box should be used to provide information that is not provided in the description of the restriction. Information entered in this box should be as *concise as possible*. In order to create consistent information, the following is the **template/basic standard information to be included in this box**:

- Line 1: **For Further Information Contact:** (phone and/or email)
- Line 2: **Year Round Permanent Restrictions:** (either list or create a link to a website where the information can be found)
- Line 3: **Restriction Document:** (if available at the time, create as a link to the website where the document can be found)
- Line 4: **Campfires are Allowed:** (if available at the time, either list, create a link to a website where the information can be found, or if not allowed, state, **not allowed within this management unit**)

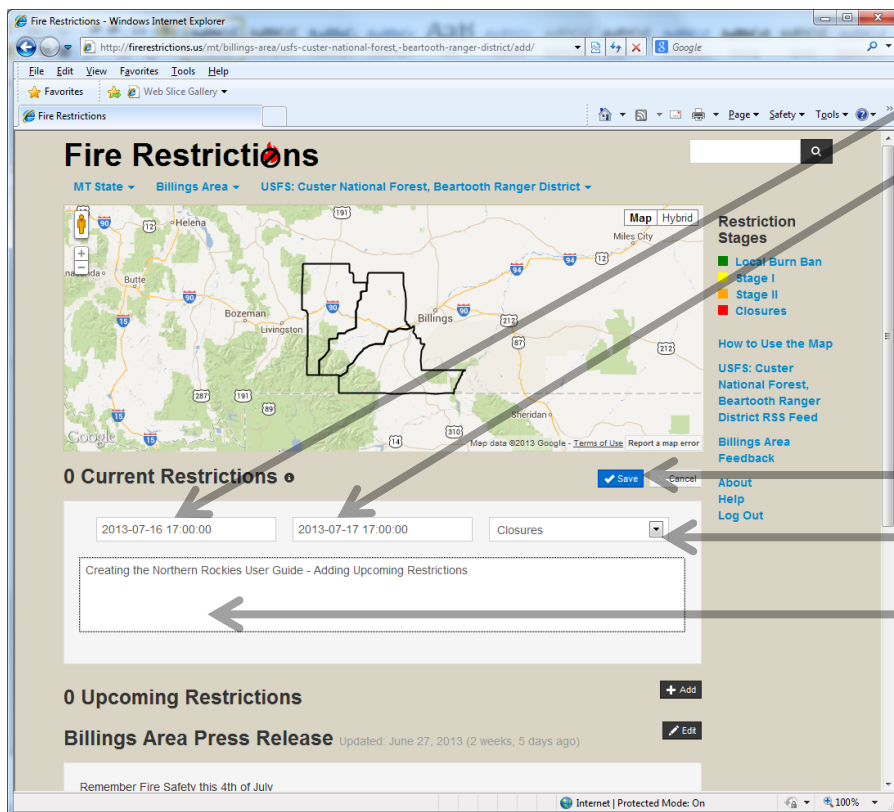
Briefly describe any other information specific to that management unit not described, if applicable, in the lines above.

The system will automatically move the restriction, including information in the **description** box, from an **Upcoming Restriction** to a **Current Restriction** at the specified start date and time. Posting information in the description box will save you from having to go back and post it once the restriction is in effect.

Adding: To add an *Upcoming Restriction* select the **Add** button.



You will be transferred to the edit page. Add the *date*, *time*, *restriction* type and *description* then select **Save**. Refer back to adding a restriction, regarding end date and time and the information that goes into the description box.



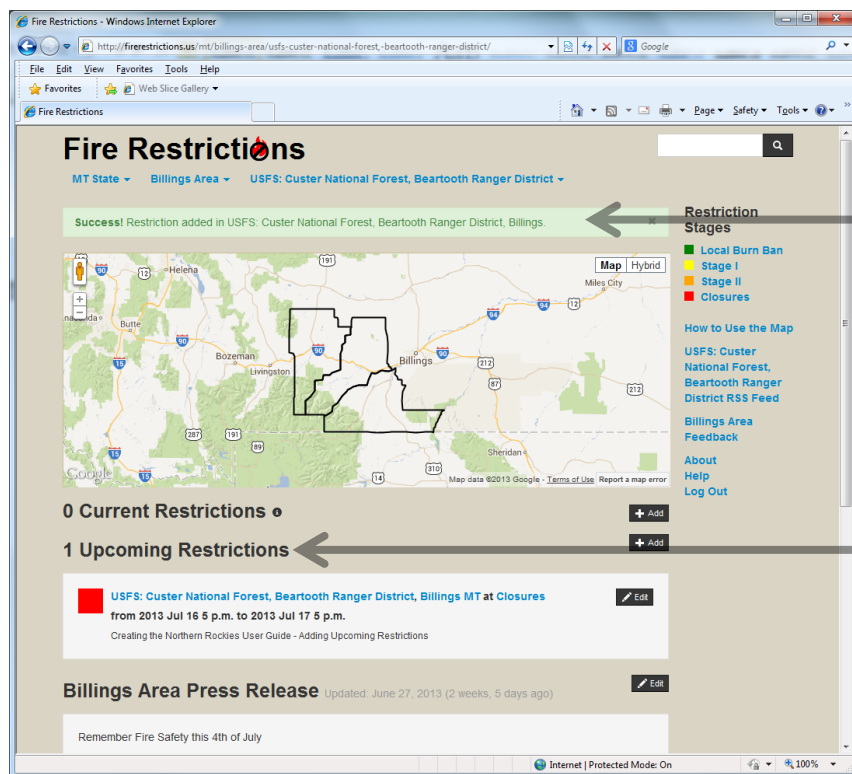
Begin Date and Time yyyy-mo-day
00:00:00
End Date and Time yyyy-mo-day
00:00:00

Save Button

Select Restrictions Type

Description Box

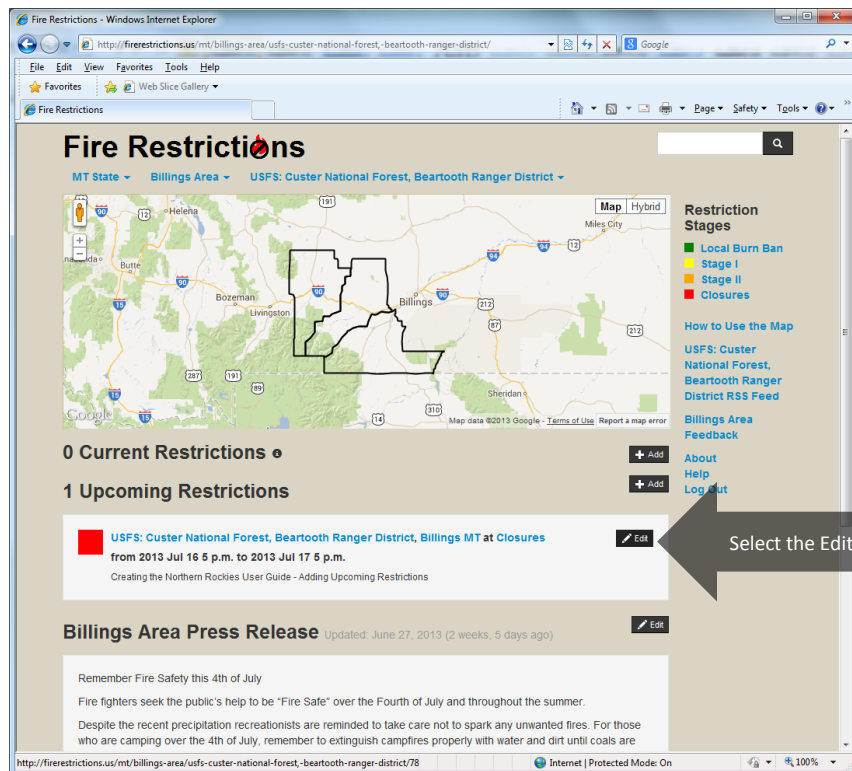
This may look like you are adding a **Current Restriction** but it will show up as an **Upcoming Restriction**. You'll be routed back to this page that shows 1 **Upcoming Restriction**.



The Green Box confirms you successfully added an **Upcoming Restriction**

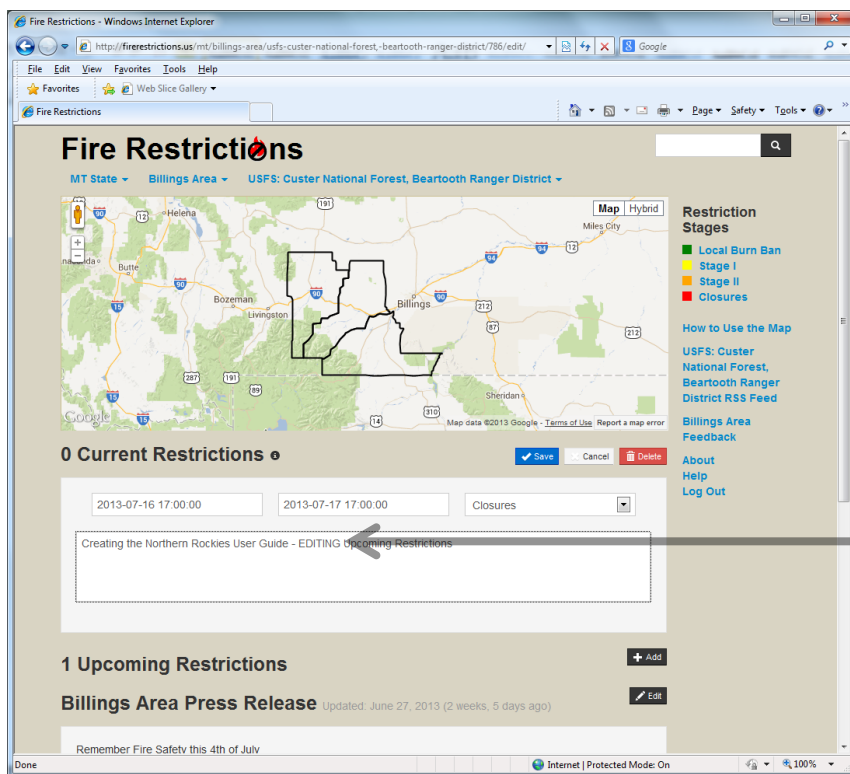
There now is 1 **Upcoming Restriction**

Editing: Select the **Edit** button for the **Upcoming Restrictions** you want to edit.



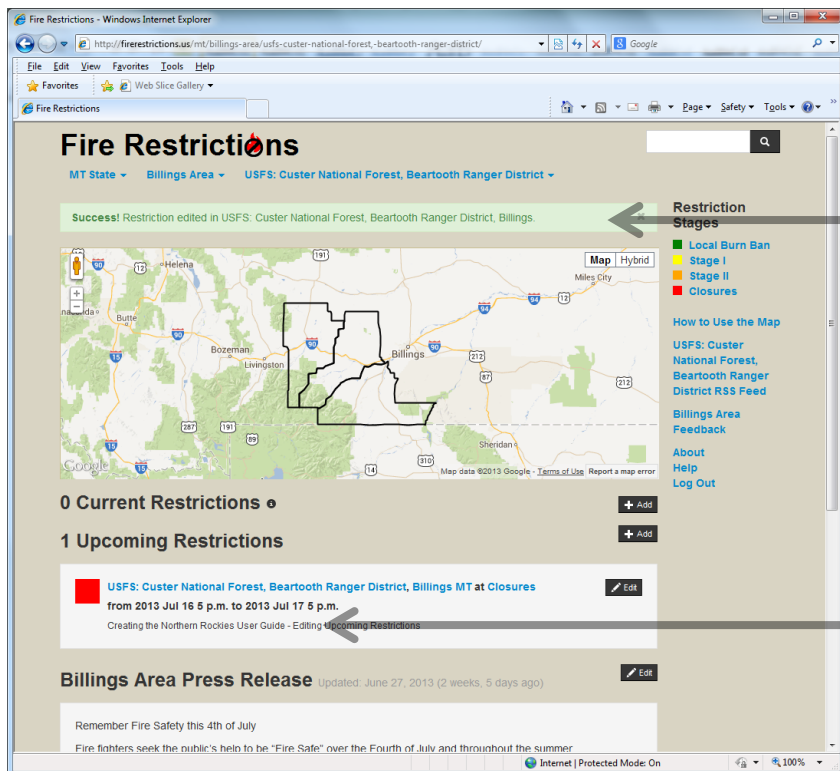
Select the Edit Button to edit this Upcoming Restriction

After selecting the **Edit** button you'll be transferred to the editing page, make your edits and select **Save**.



Adding was changed to Editing

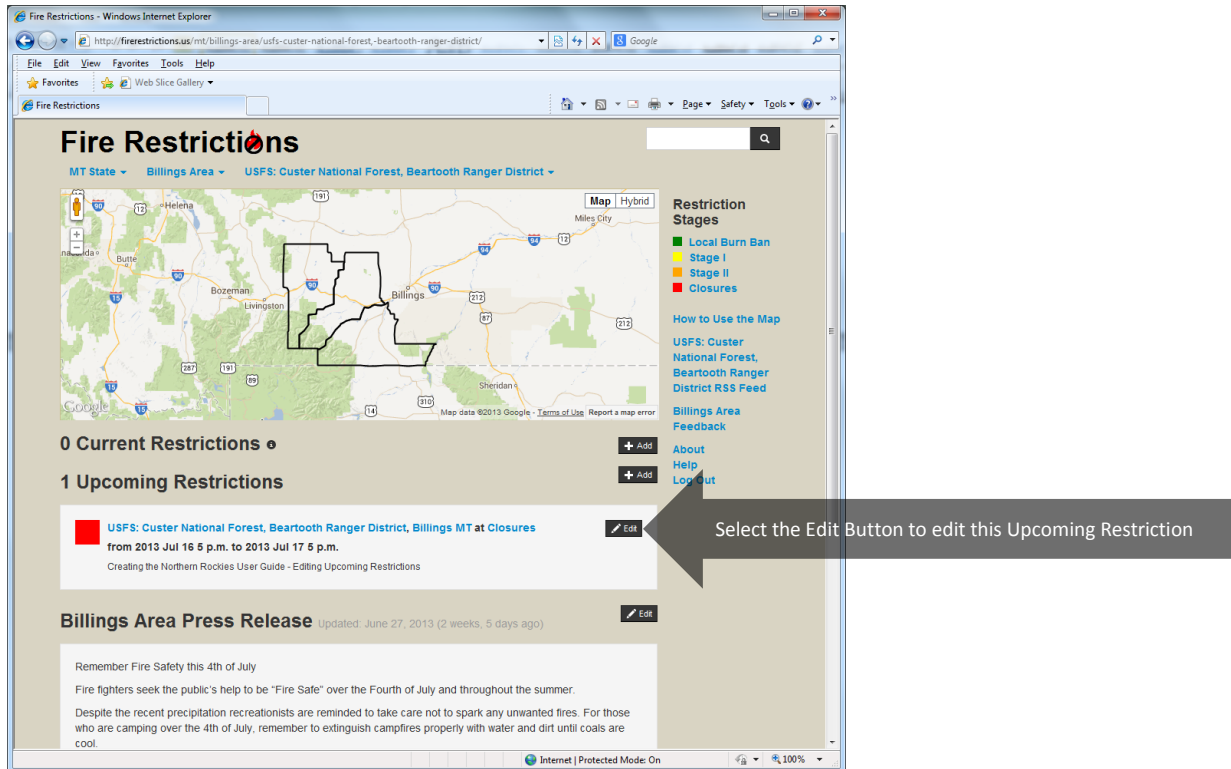
After selecting **Save** you'll be routed back to the Management Unit's page. You can now check your edits.



The Green Box confirms your edit was successful

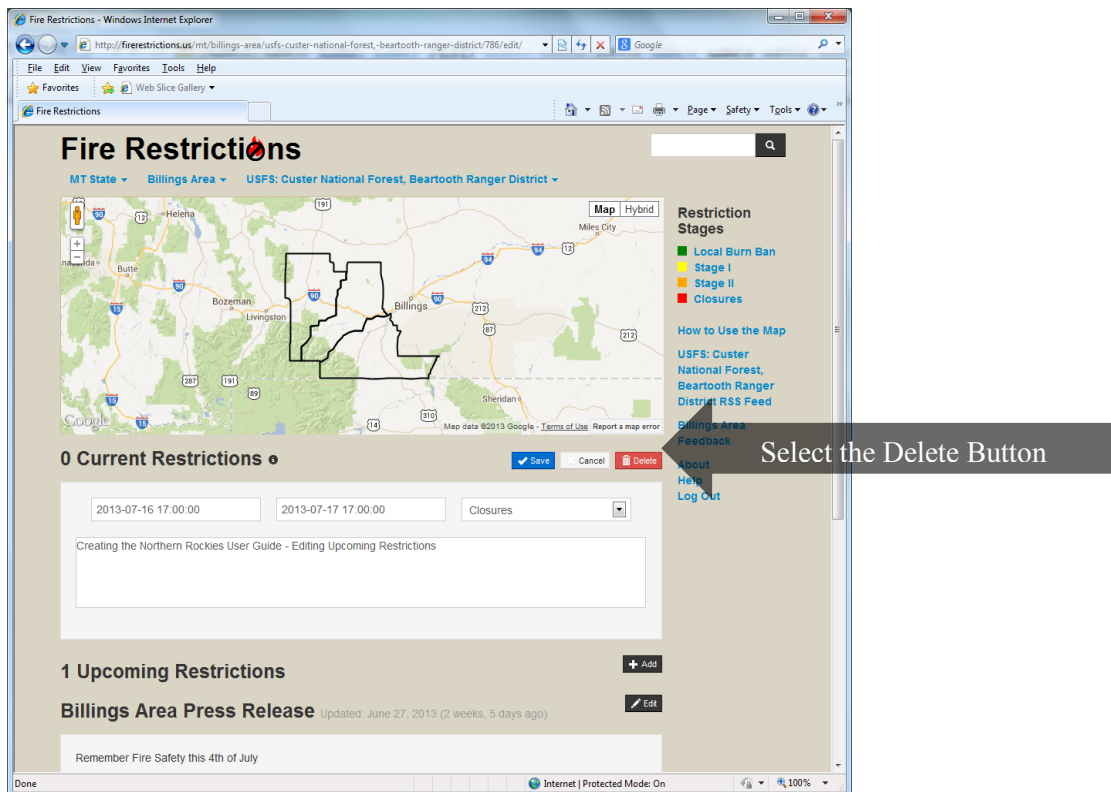
This shows your edit was successfully saved

Deleting: Select the **Edit** button next to the *Upcoming Restrictions* you want to delete.



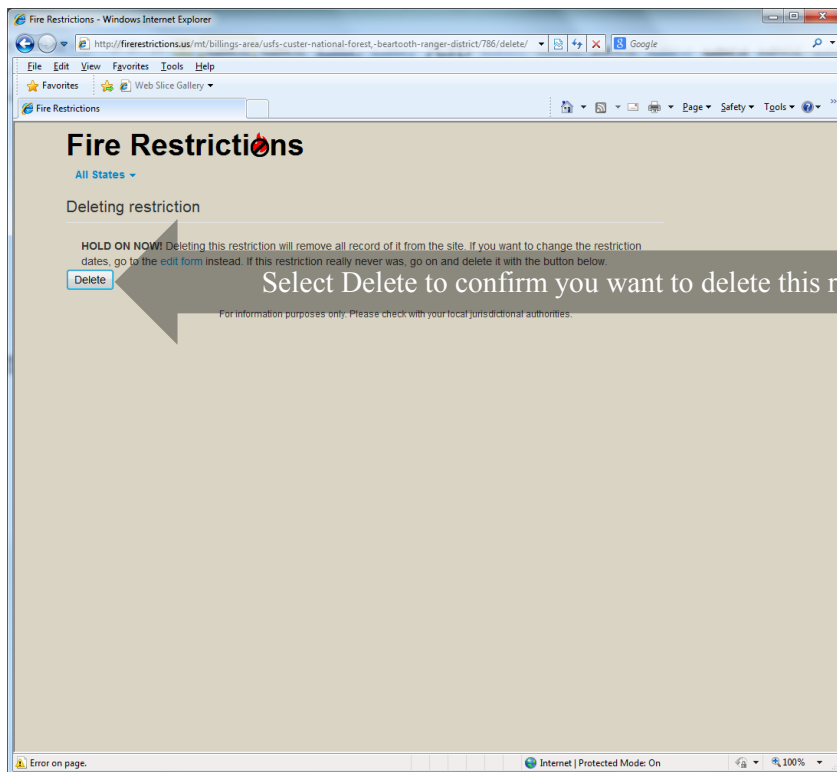
The screenshot shows the 'Fire Restrictions' website in a Windows Internet Explorer browser. The page has a header with navigation links: 'MT State', 'Billings Area', and 'USFS: Custer National Forest, Beartooth Ranger District'. Below the header is a map of the area. On the right side, there is a 'Restriction Stages' legend with four categories: 'Local Burn Ban' (green), 'Stage I' (yellow), 'Stage II' (orange), and 'Closures' (red). Below the legend are links for 'How to Use the Map', 'USFS: Custer National Forest, Beartooth Ranger District RSS Feed', 'Billings Area Feedback', 'About', 'Help', and 'Log Out'. The main content area shows '0 Current Restrictions' and '1 Upcoming Restrictions'. The upcoming restriction is titled 'USFS: Custer National Forest, Beartooth Ranger District, Billings MT at Closures' and is scheduled from '2013 Jul 16 5 p.m. to 2013 Jul 17 5 p.m.'. An 'Edit' button is visible next to this restriction. A grey arrow points to the 'Edit' button with the text 'Select the Edit Button to edit this Upcoming Restriction'. Below the restriction list is a 'Billings Area Press Release' section with a title 'Remember Fire Safety this 4th of July' and a brief text about fire safety.

After selecting the **Edit** button you will be transferred to the editing page, select the **Delete** button.

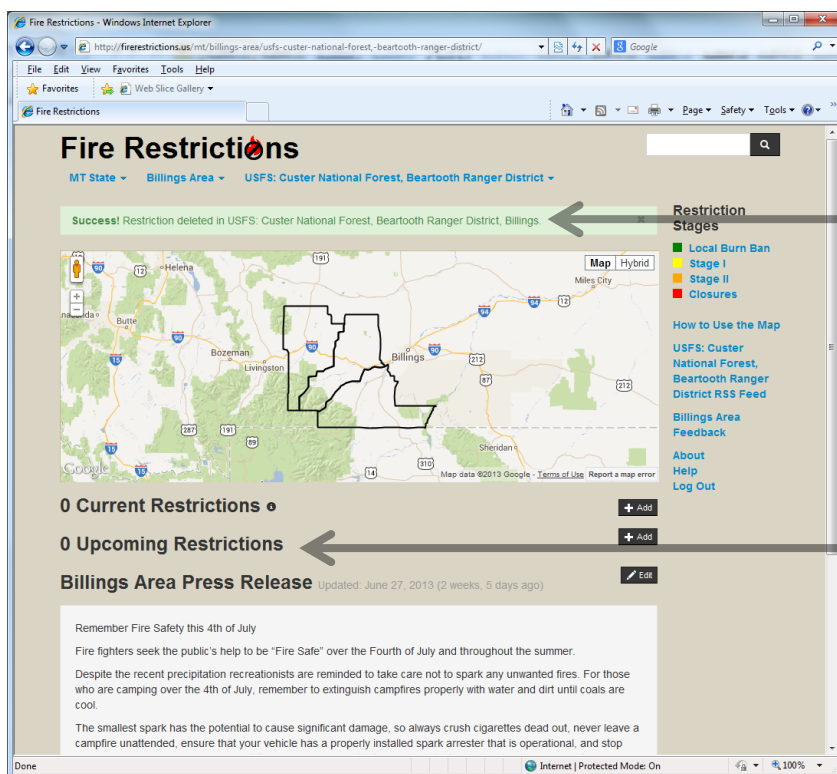


The screenshot shows the 'Fire Restrictions' website in a Windows Internet Explorer browser, specifically the editing page. The page has a header with navigation links: 'MT State', 'Billings Area', and 'USFS: Custer National Forest, Beartooth Ranger District'. Below the header is a map of the area. On the right side, there is a 'Restriction Stages' legend with four categories: 'Local Burn Ban' (green), 'Stage I' (yellow), 'Stage II' (orange), and 'Closures' (red). Below the legend are links for 'How to Use the Map', 'USFS: Custer National Forest, Beartooth Ranger District RSS Feed', 'Billings Area Feedback', 'About', 'Help', and 'Log Out'. The main content area shows '0 Current Restrictions' and '1 Upcoming Restrictions'. The upcoming restriction is titled 'USFS: Custer National Forest, Beartooth Ranger District, Billings MT at Closures' and is scheduled from '2013 Jul 16 5 p.m. to 2013 Jul 17 5 p.m.'. An 'Edit' button is visible next to this restriction. A grey arrow points to the 'Delete' button with the text 'Select the Delete Button'. Below the restriction list is a 'Billings Area Press Release' section with a title 'Remember Fire Safety this 4th of July' and a brief text about fire safety.

After selecting the **Delete** button you will be transferred to this page, now select this **Delete** button.



You will now be routed back to your Management Unit's page. You should see that the restriction has been deleted.



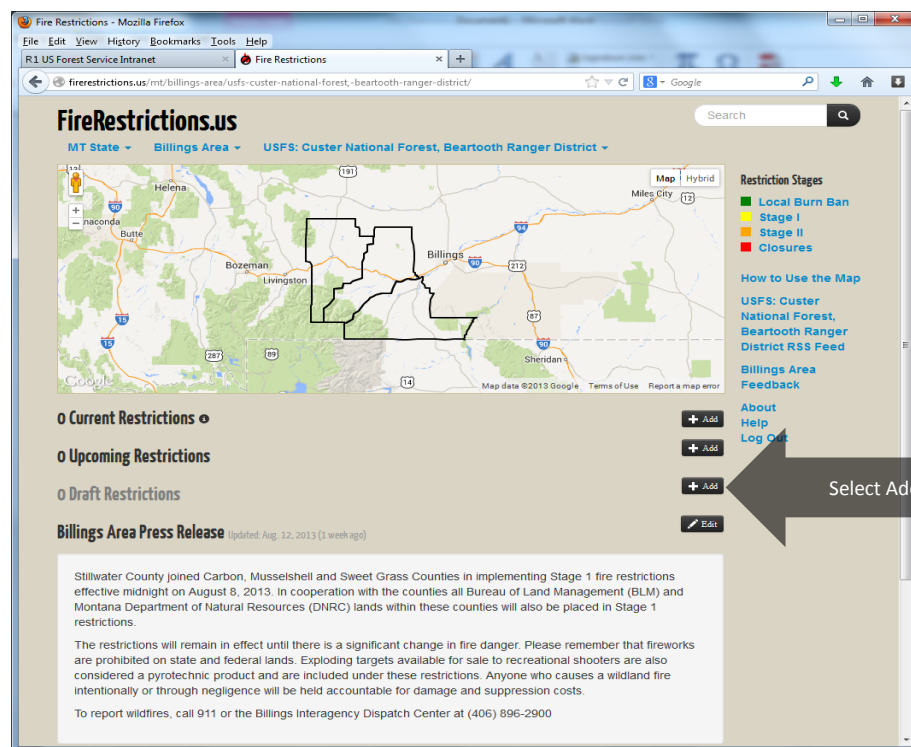
DRAFT RESTRICTIONS

This feature should be used to preload information for a Management Unit. The information can be saved and is not visible to the public until a date and time is entered for the enactment of a specific type of restriction. The draft restriction is only visible to the user who is logged in to the website. The following is the agreed upon information that should be contained in the description box. Preload as much as the information as possible.

Description: This box should be used to provide information that is not provided in the description of the restriction. Information entered in this box should be as *concise as possible*. In order to create consistent information, the following is the **template/basic standard information to be included in this box**:

- Line 1: **For Further Information Contact:** (phone and/or email)
- Line 2: **Year Round Permanent Restrictions:** (either list or create a link to a website where the information can be found)
- Line 3: **Restriction Document:** (if available at the time, create as a link to the website where the document can be found)
- Line 4: **Campfires are Allowed:** (if available at the time, either list, create a link to a website where the information can be found, or if not allowed, state, “**not allowed within this management unit**”)

Adding: To add a **Draft Restriction**, select the **Add** button.



You will be transferred to the edit page. Add type of restriction and **Description** in the textbox then select **Save**. Refer back to adding a restriction, regarding the information that goes into the description box.

FireRestrictions.us
 MT State ▾ Billings Area ▾ USFS: Custer National Forest, Beartooth Ranger District ▾

Map | Hybrid | Miles City | 113

Restriction Stages
 Local Burn Ban
 Stage I
 Stage II
 Closures

How to Use the Map
 USFS: Custer National Forest, Beartooth Ranger District RSS Feed
 Billings Area Feedback
 About Help Log Out

0 Current Restrictions Save Cancel

YYYY-MM-DD HH:mm YYYY-MM-DD HH:mm Local Burn Ban

Description: This box should be used to provide information that is not provided in the description of the restriction. Information entered in this box should be as concise as possible. In order to create consistent information, the following is the template/basic standard information to be included in this box:
 • Line 1: For Further Information Contact: (phone and/or email)
 • Line 2: Year Round Permanent Restrictions: (either list or create a link to a website where the information can be found)

0 Upcoming Restrictions + Add
0 Draft Restrictions + Add
 Billings Area Press Release Updated: Aug. 12, 2013 (1 week ago) Edit

Save Button

Select Restrictions Type

Description Box

This may look like you are adding a **Current Restriction** but it will show up as a **Draft Restriction**. You'll be routed back to this page that shows 1 **Draft Restriction**.

Success! Restriction added in USFS: Custer National Forest, Beartooth Ranger District, Billings.

0 Current Restrictions + Add
0 Upcoming Restrictions + Add
1 Draft Restrictions + Add

USFS: Custer National Forest, Beartooth Ranger District, Billings MT at Local Burn Ban Edit
 from DRAFT until rescinded

Description: This box should be used to provide information that is not provided in the description of the restriction. Information entered in this box should be as concise as possible. In order to create consistent information, the following is the template/basic standard information to be included in this box:
 • Line 1: For Further Information Contact: (phone and/or email)
 • Line 2: Year Round Permanent Restrictions: (either list or create a link to a website where the information can be found)
 • Line 3: Restriction Document: (if available at the time, create a link to the website where the document can be found)
 • Line 4: Campfires are Allowed: (if available at the time, either list, create a link to a website where the information can be found, or if not allowed, state, not allowed within this management unit)

Briefly describe any other information specific to that management unit not described, if applicable, in the lines above.

The system will automatically move the restriction, including information in the description box, from an Upcoming Restriction to

The Green Box confirms you successfully added a **Draft Restriction**

There now is 1 **Draft Restriction**

This the Description of your **Draft Restriction**

Editing: Select the **Edit** button for the **Draft Restriction(s)** you want to edit.

FireRestrictions.us

MT State ▾ Billings Area ▾ USFS: Custer National Forest, Beartooth Ranger District ▾

Map Hybrid Miles City

Restriction Stages

- Local Burn Ban
- Stage I
- Stage II
- Closures

How to Use the Map

USFS: Custer National Forest, Beartooth Ranger District RSS Feed

Billings Area Feedback

About Help Log Out

0 Current Restrictions

0 Upcoming Restrictions

1 Draft Restrictions

USFS: Custer National Forest, Beartooth Ranger District, Billings MT at Local Burn Ban **Edit**

from DRAFT until rescinded

Description: This box should be used to provide information that is not provided in the description of the restriction. Information entered in this box should be as concise as possible. In order to create consistent information, the following is the template/basic standard information to be included in this box:

- Line 1: For Further Information Contact: (phone and/or email)
- Line 2: Year Round Permanent Restrictions: (either list or create a link to a website where the information can be found)
- Line 3: Restriction Document: (if available at the time, create a link to the website where the document can be found)
- Line 4: Campfires are Allowed: (if available at the time, either list, create a link to a website where the information can be found, or if not allowed, state, not allowed within this management unit)

Briefly describe any other information specific to that management unit not described, if applicable, in the lines above.

Select the Edit Button to edit this Draft Restriction

After selecting the **Edit** button you'll be transferred to the editing page, make your edits and select **Save**.

FireRestrictions.us

MT State ▾ Billings Area ▾ USFS: Custer National Forest, Beartooth Ranger District ▾

Map Hybrid Miles City

Restriction Stages

- Local Burn Ban
- Stage I
- Stage II
- Closures

How to Use the Map

USFS: Custer National Forest, Beartooth Ranger District RSS Feed

Billings Area Feedback

About Help Log Out

0 Current Restrictions

0 Upcoming Restrictions

1 Draft Restrictions

Billings Area Press Release Updated: Aug. 12, 2013 (1 week ago)

YYYY-MM-DD HH:mm YYYY-MM-DD HH:mm Closures

Save Cancel Delete

Description: This box should be used to provide information that is not provided in the description of the restriction. Information entered in this box should be as concise as possible. In order to create consistent information, the following is the template/basic standard information to be included in this box:

- Line 1: For Further Information Contact: (phone and/or email)
- Line 2: Year Round Permanent Restrictions: (either list or create a link to a website where the information can be found)

I changed the Type from Local Burn Ban to Closures.

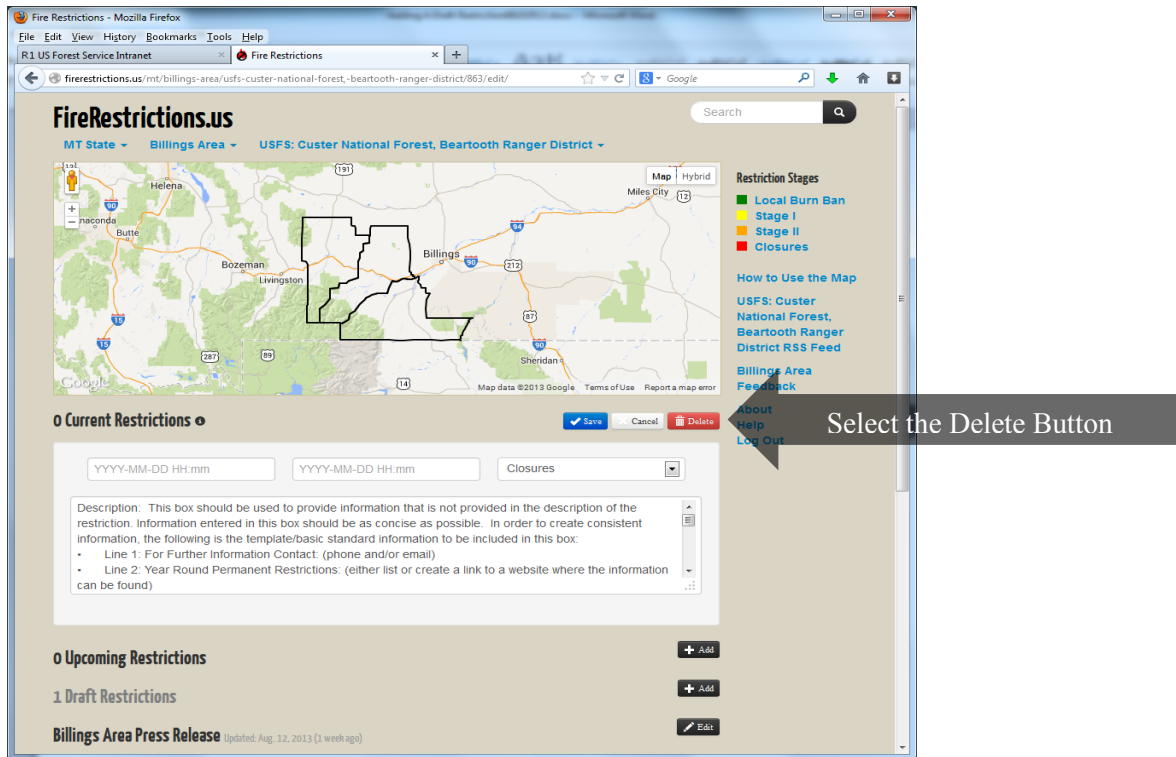
After selecting **Save** you'll be routed back to the Management Unit's page to check your edits.

The screenshot shows the FireRestrictions.us website interface. At the top, a green banner reads "Success! Restriction edited in USFS: Custer National Forest, Beartooth Ranger District, Billings." Below this is a map of the area. On the right side, there is a "Restriction Stages" legend with color-coded boxes: Local Burn Ban (green), Stage I (yellow), Stage II (orange), and Closures (red). Below the legend are links for "How to Use the Map", "USFS: Custer National Forest, Beartooth Ranger District RSS Feed", "Billings Area Feedback", "About", "Help", and "Log Out". On the left side, there are sections for "Current Restrictions", "Upcoming Restrictions", and "Draft Restrictions". Under "Draft Restrictions", there is a red box with the title "USFS: Custer National Forest, Beartooth Ranger District, Billings MT at Closures" and a description. An "Edit" button is visible next to the draft restriction. A callout box points to the green banner, stating "The Green Box confirms your edit was successful". Another callout box points to the "Edit" button, stating "This shows your edit was successfully saved".

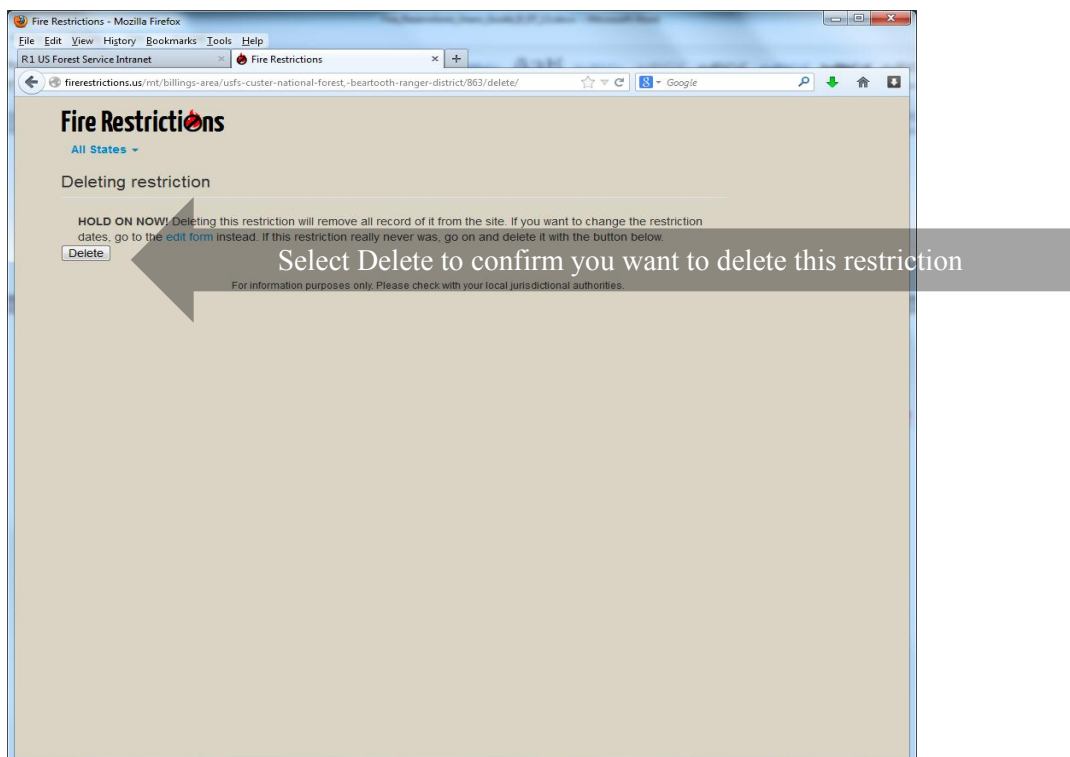
Deleting: Select the **Edit** button next to the **Draft Restriction(s)** you want to delete.

The screenshot shows the same FireRestrictions.us website interface. The "Draft Restrictions" section is highlighted. A red box with the title "USFS: Custer National Forest, Beartooth Ranger District, Billings MT at Closures" is visible. An "Edit" button is located next to the draft restriction. A callout box points to the "Edit" button, stating "Select the Edit Button to edit this Draft Restriction".

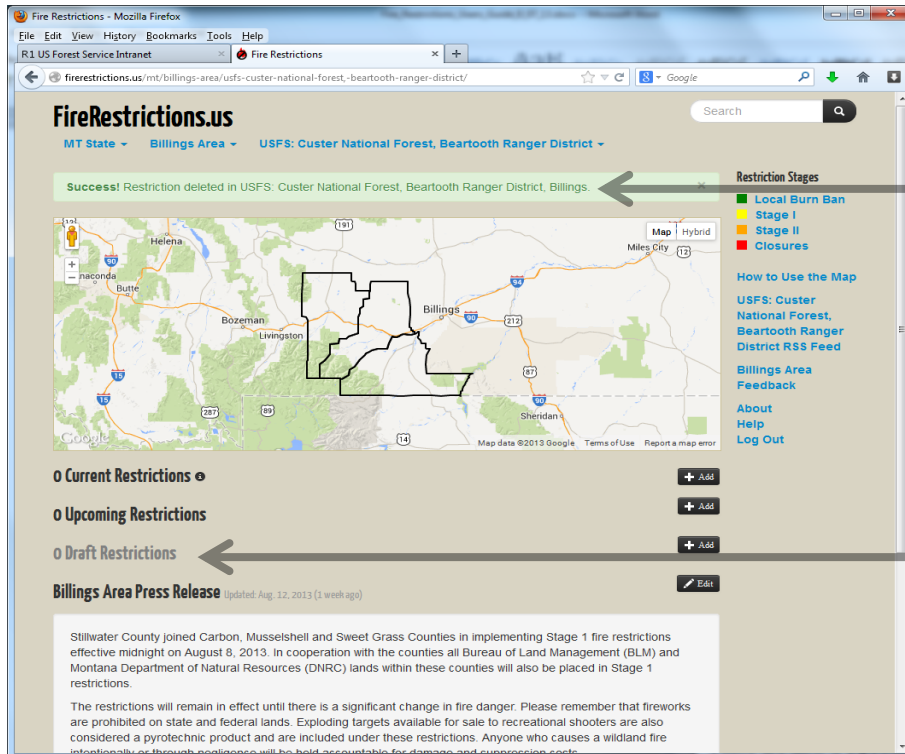
After selecting the **Edit** button you will be transferred to the editing page, select the **Delete** button.



After selecting the **Delete** button you will be transferred to this page, now select this **Delete** button.



You will now be routed back to your Management Unit's page. You should see that the restriction has been deleted.



The Green Box confirms the restriction was successfully

There are now 0 **Draft Restrictions** after you deleted your 1 **Draft Restriction**

Activating a Draft Restriction: Once the decision has been made to enact a restriction for a management unit, go in and add the rest of the information and enter the *effective date and time*. Depending on the date and time entered, the **Draft Restriction** will now show as an **Upcoming or Current Restriction**. See *Editing a Draft Restriction and Adding an Upcoming or Current Restriction*.

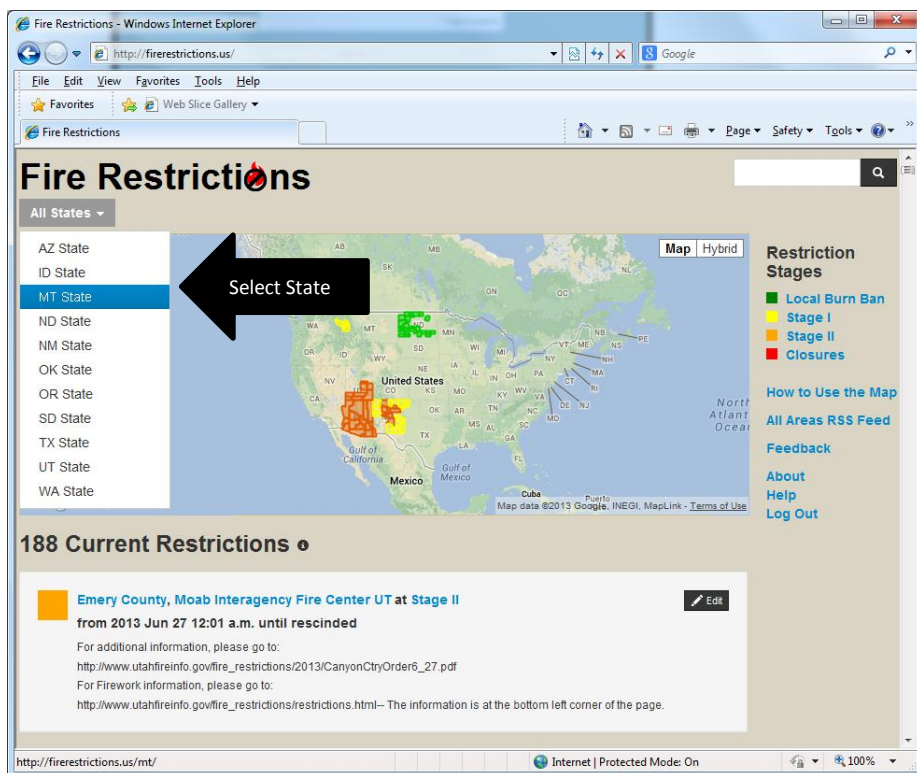
PRESS RELEASE

This section provides a summary of the press release and be as *concise as possible*. DO NOT copy the entire press release in this box. In order to create consistent information, the following is the **template/basic standard information to be included in this section**:

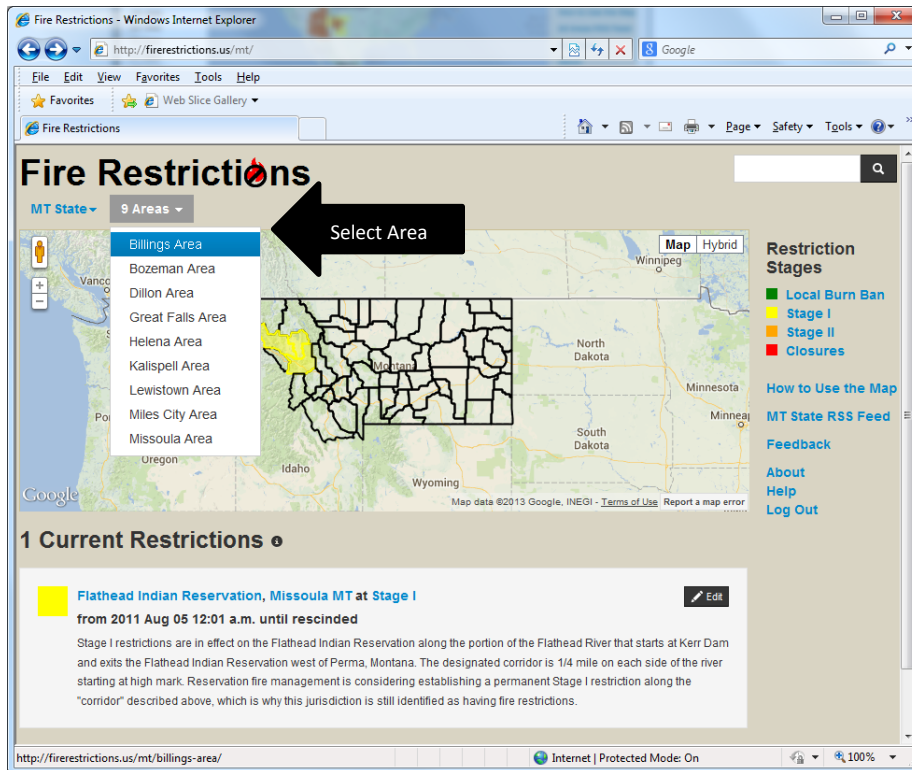
- Line 1: **For Further Information Contact:** (phone and/or email)
- Line 2: **Press Release:** (create as a link to the website where the document can be found)
- Line 3: **Units Not Under Restrictions:** (to be used if the whole area if not under restrictions, list the units where restrictions are not in place)

Enter the key points from the press release. Make sure the information is relevant to the current conditions and period of time.

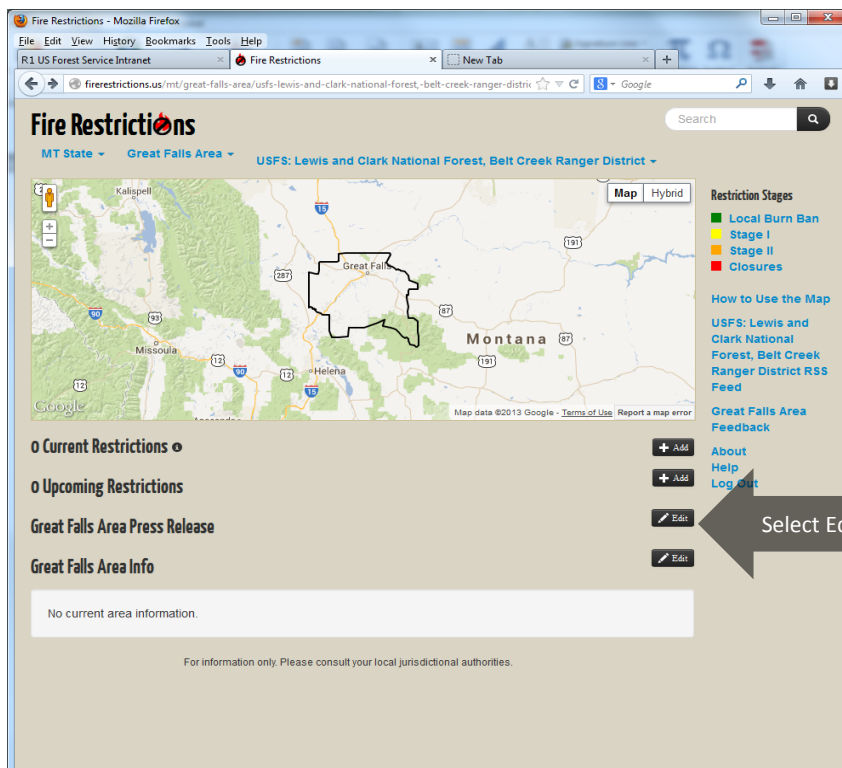
You must first select your State then Restriction Area. After you have logged in you will reach this page where you select your state from the **All States** drop down menu.



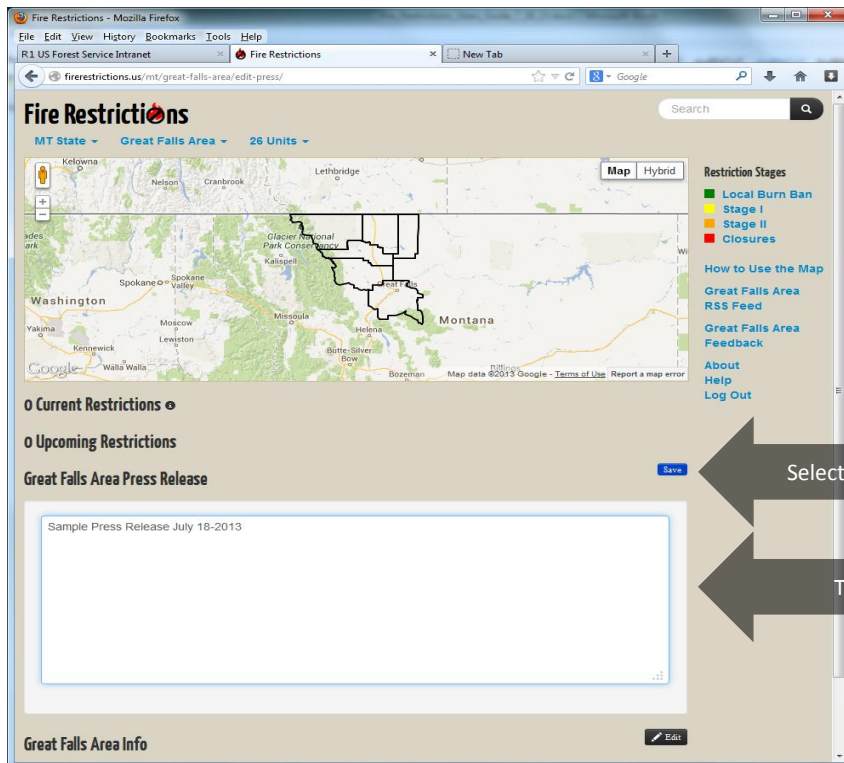
Next you will be transferred to the page below and using the **Area** drop down menu you select your Restriction Area.



Adding: Select the **Edit** button on the right side of the page under the **Area Press Release** section.



After you select **Edit** you will see a page similar to this one, type your release message and select **Save**.

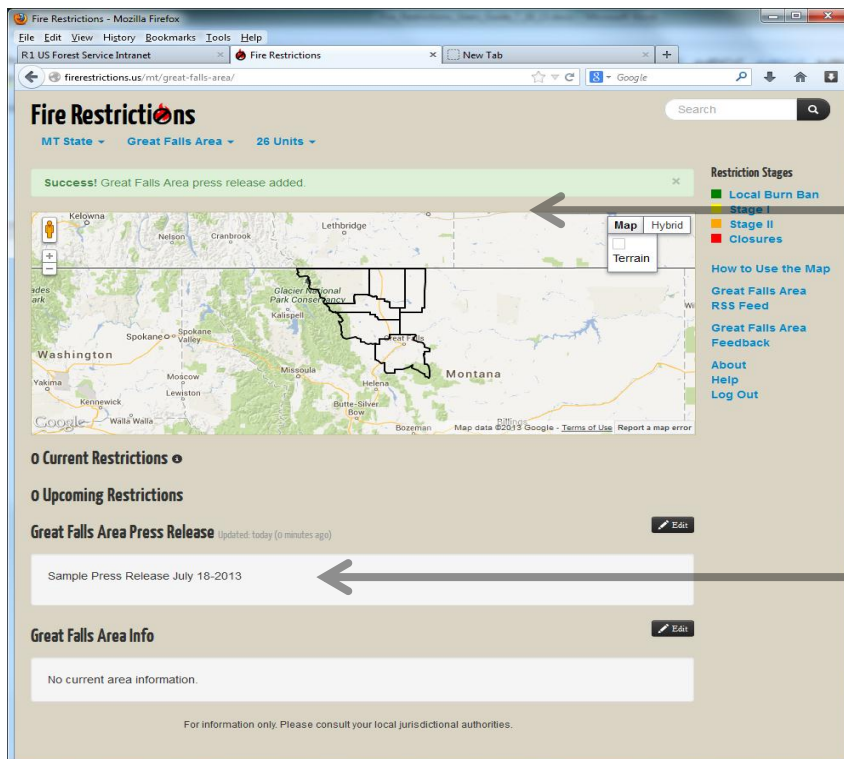


The screenshot shows the 'Fire Restrictions' website in a Mozilla Firefox browser. The URL is 'firerestrictions.us/mt/great-falls-area/edit-press/'. The page features a map of Montana with the Great Falls area highlighted. On the right, there are links for 'Restriction Stages', 'How to Use the Map', 'Great Falls Area RSS Feed', 'Great Falls Area Feedback', 'About', 'Help', and 'Log Out'. Below the map, there are sections for 'Current Restrictions' and 'Upcoming Restrictions'. The 'Great Falls Area Press Release' section is active, showing a text input field with the placeholder text 'Sample Press Release July 18-2013'. A 'Save' button is located to the right of the text field. Two arrows point to the 'Save' button and the text field, with labels 'Select Save to post your Message' and 'Type your Message here' respectively.

Select Save to post your Message

Type your Message here

After selecting **Save** you will see your message posted to the Restriction Area page.

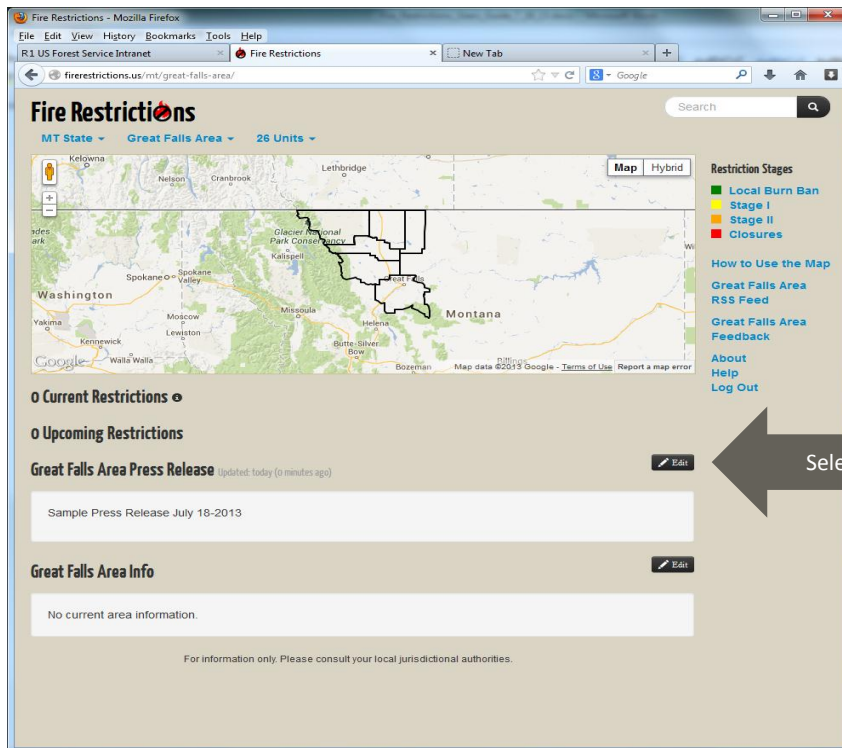


The screenshot shows the 'Fire Restrictions' website after the press release has been successfully posted. A green success message at the top reads 'Success! Great Falls Area press release added.' Below the map, the 'Great Falls Area Press Release' section now displays the posted message: 'Sample Press Release July 18-2013'. An 'Edit' button is visible next to the message. Two arrows point to the success message and the posted message, with labels 'The Green Box confirms you successfully added an Area Press Release' and 'You now have an Area Press Release posted.' respectively.

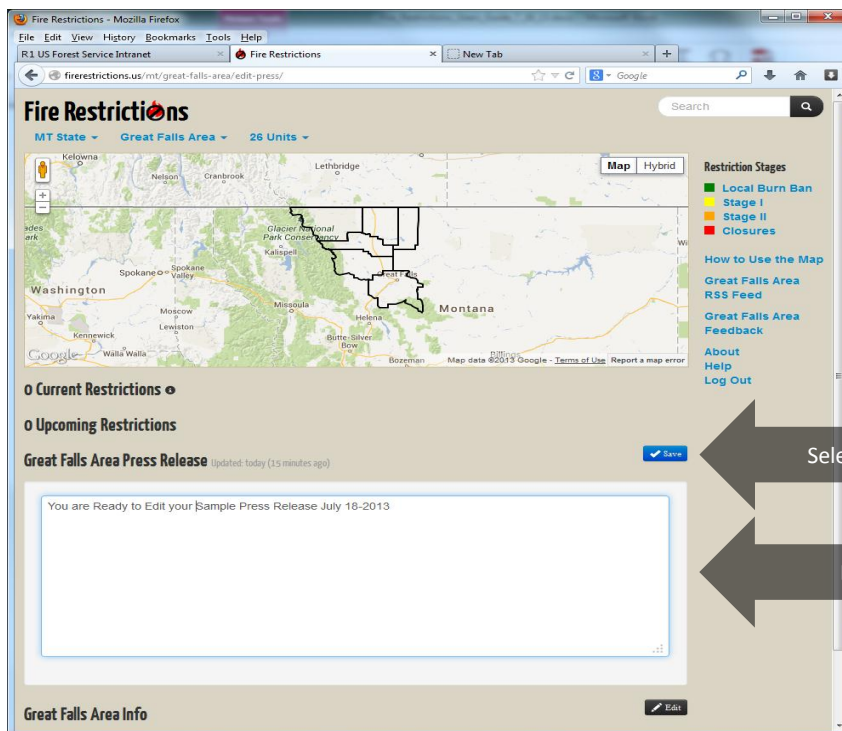
The Green Box confirms you successfully added an *Area Press Release*

You now have an *Area Press Release* posted.

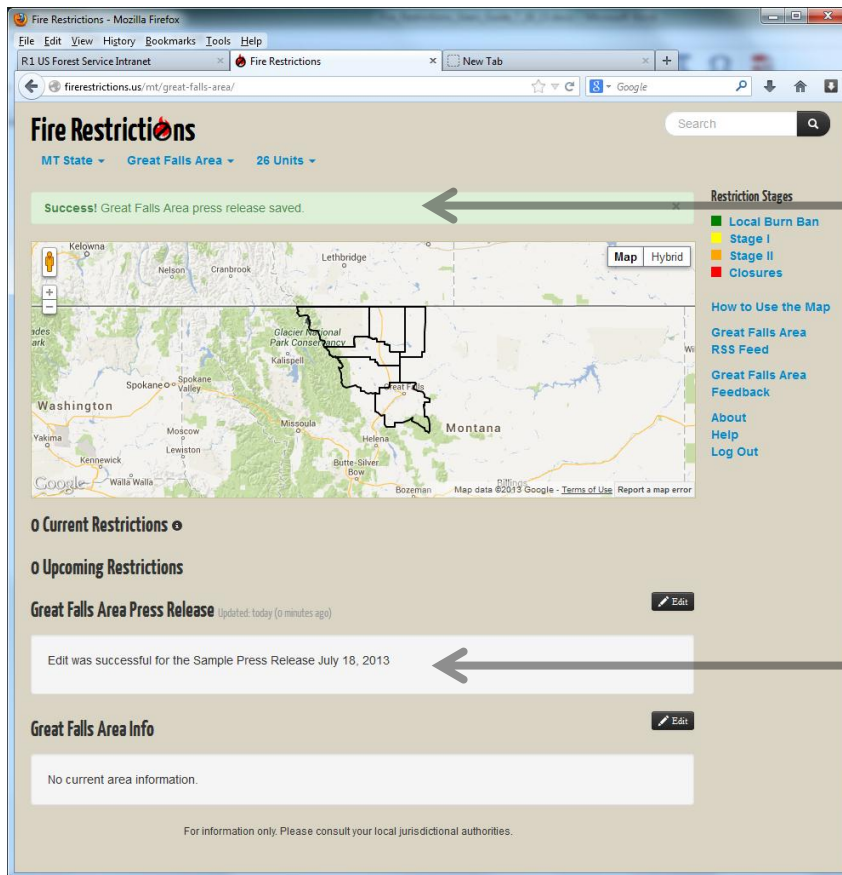
Editing: Select the **Edit** button on the right side of the page under the **Press Release** section.



After you select **Edit** you will see a page similar to this one, edit your release message and select **Save**.



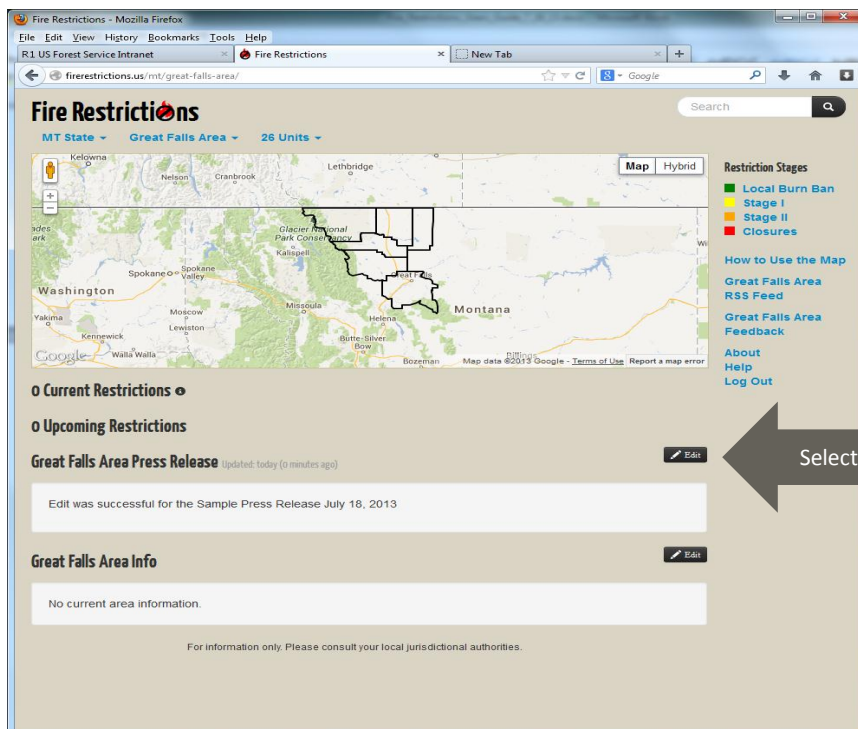
After selecting **Save** you will see your edits posted to the Restriction Area page.



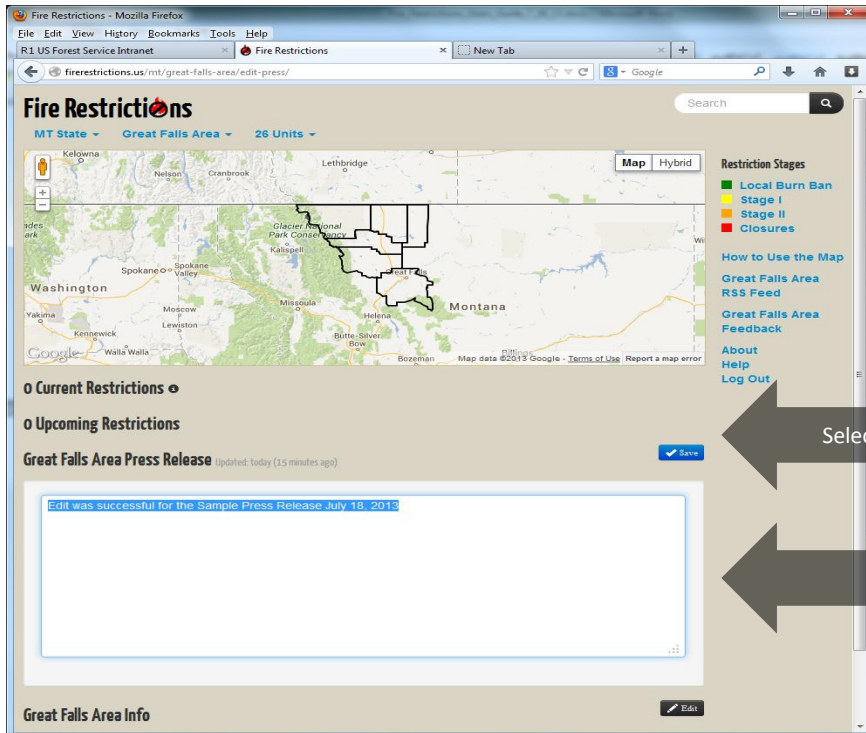
The Green Box confirms your edits were saved successfully

Review the text here to ensure your edits were saved correctly

Deleting: Select the **Edit** button on the right side of the page under the **Press Release** section.

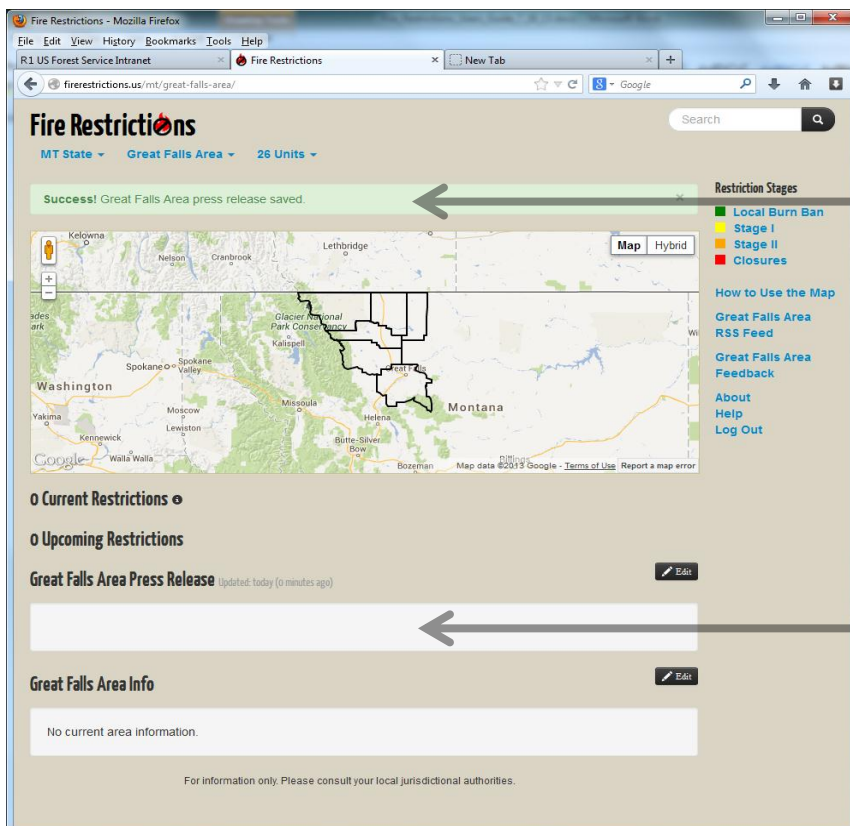


After you select **Edit** you will see a page similar to this one, delete your message and select **Save**.



The screenshot shows the 'Fire Restrictions' website in a Mozilla Firefox browser. The page title is 'Fire Restrictions' and the URL is 'firerestrictions.us/mt/great-falls-area/edit-press/'. The page features a map of Montana with the Great Falls Area highlighted. On the right side, there is a sidebar with 'Restriction Stages' (Local Burn Ban, Stage I, Stage II, Closures) and links for 'How to Use the Map', 'Great Falls Area RSS Feed', 'Great Falls Area Feedback', 'About', 'Help', and 'Log Out'. The main content area has a section for 'Current Restrictions' and 'Upcoming Restrictions'. Below this is a 'Great Falls Area Press Release' section with a text box containing the message: 'Edit was successful for the Sample Press Release July 18, 2013:'. A 'Save' button is located to the right of the text box. Two arrows point to the 'Save' button and the text box, with labels: 'Select Save after you delete the text' and 'Delete your Message here'.

After you have deleted the text and selected **Save**, you will be routed back to your Restriction Area page.



The screenshot shows the 'Fire Restrictions' website in a Mozilla Firefox browser. The page title is 'Fire Restrictions' and the URL is 'firerestrictions.us/mt/great-falls-area/'. The page features a map of Montana with the Great Falls Area highlighted. On the right side, there is a sidebar with 'Restriction Stages' (Local Burn Ban, Stage I, Stage II, Closures) and links for 'How to Use the Map', 'Great Falls Area RSS Feed', 'Great Falls Area Feedback', 'About', 'Help', and 'Log Out'. The main content area has a section for 'Current Restrictions' and 'Upcoming Restrictions'. Below this is a 'Great Falls Area Press Release' section with a green box containing the message: 'Success! Great Falls Area press release saved.'. Below the green box is a blank text box. A 'Save' button is located to the right of the text box. Two arrows point to the green box and the blank text box, with labels: 'The Green Box confirms your edits were saved successfully' and 'Review the text box to ensure the information is correct - all information had been deleted, so now the text box is blank'.

AREA INFO

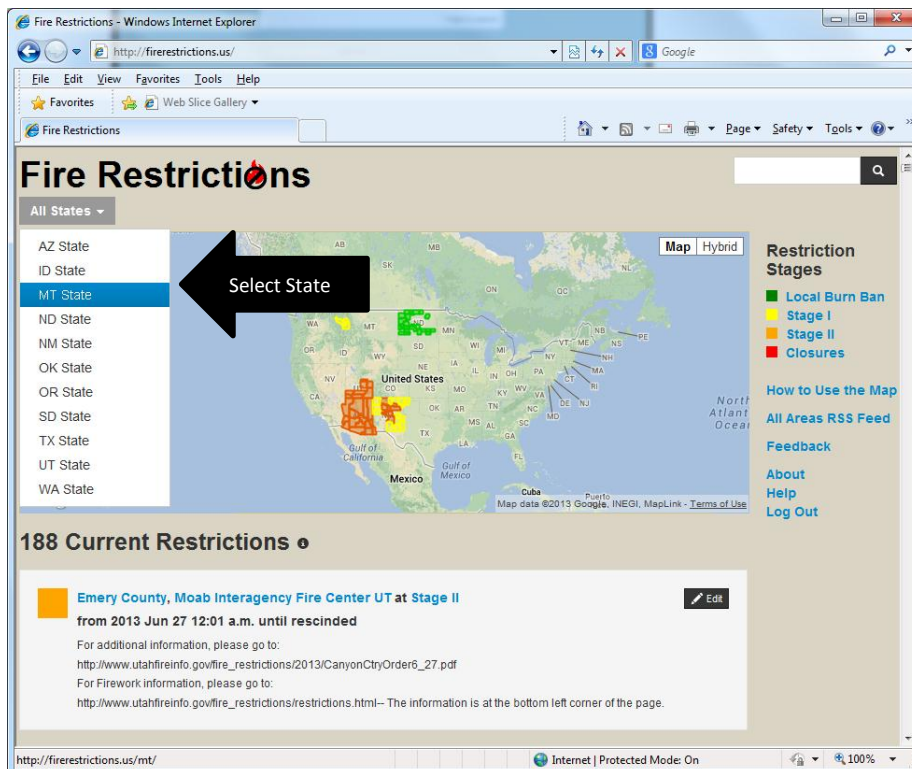
The Area Info feature is used to tell the public what is going on in the Restriction Area. The information in this box should be as *concise as possible*. In order to create consistent information, the following is the **template/basic standard information to be included in this box**:

- Line 1: **For Further Information Contact:** (contact is for the area level, should include phone and/or email)
- Line 2: **Year Round Permanent Restrictions:** (create as a link to a website where the information can be found for all agencies)
- Line 3: **Units Not Under Restrictions:** (to be used if the whole area if not under restrictions, list the units where restrictions are not in place)

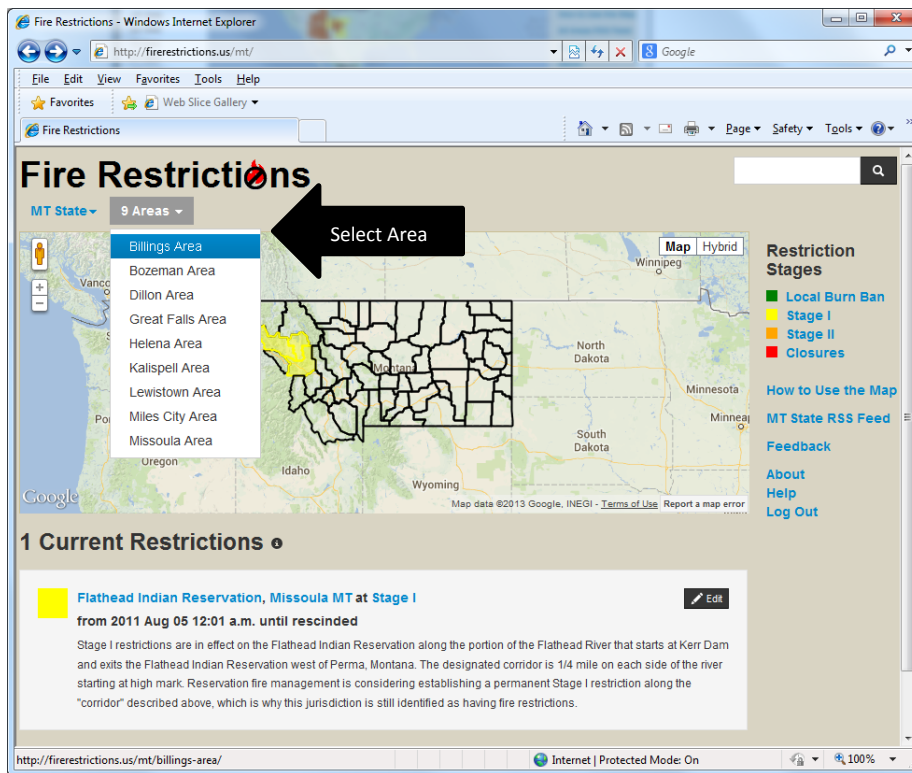
Ensure the information is relevant to the current conditions and period of time. Information could include:

- Area situation e.g. it is getting warmer and drier, there is an increase in abandoned campfires,
- Status of restrictions for the area e.g. there are no restrictions within the Bozeman area, fire officials remind you to be careful outdoors, make sure your fires are completely out; Stage 1 restrictions are in effect throughout most of the Missoula area except for the Bob Marshall Wilderness Complex.
- Awareness and education e.g. enjoy recreating outdoors, for information on fire safety go to www.smokeybear.com/be-smart-outdoors.asp. See the *Useful Information* section on how to create a link.

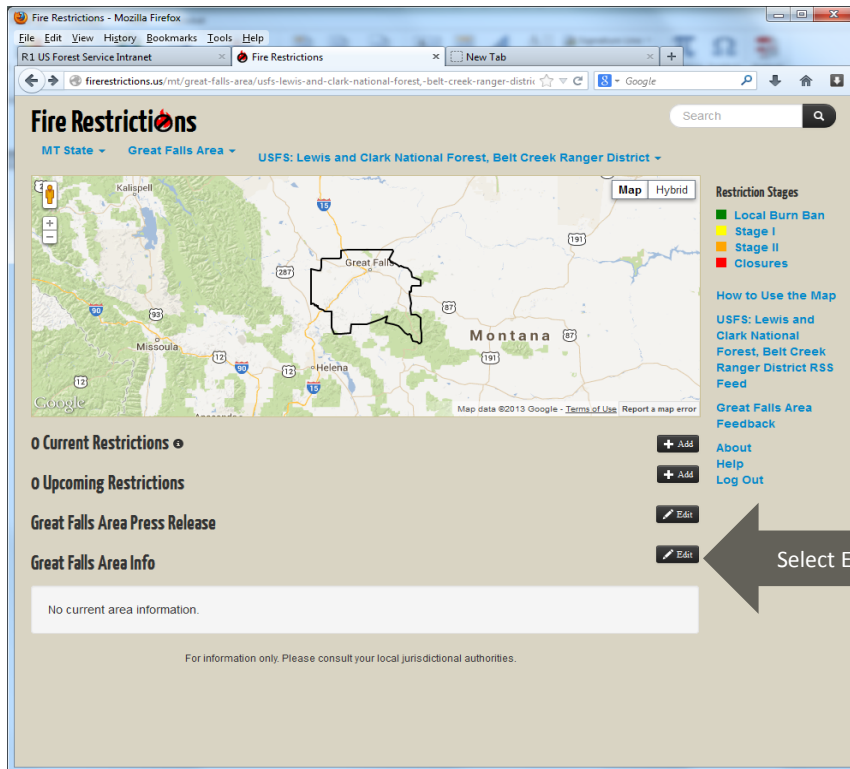
You must first select your State then Restriction Area. After you have logged in you will reach this page where you will select your state from the **All States** drop down menu.



Next you will be transferred to the page below and using the **Area** drop down menu you select your Restriction Area.

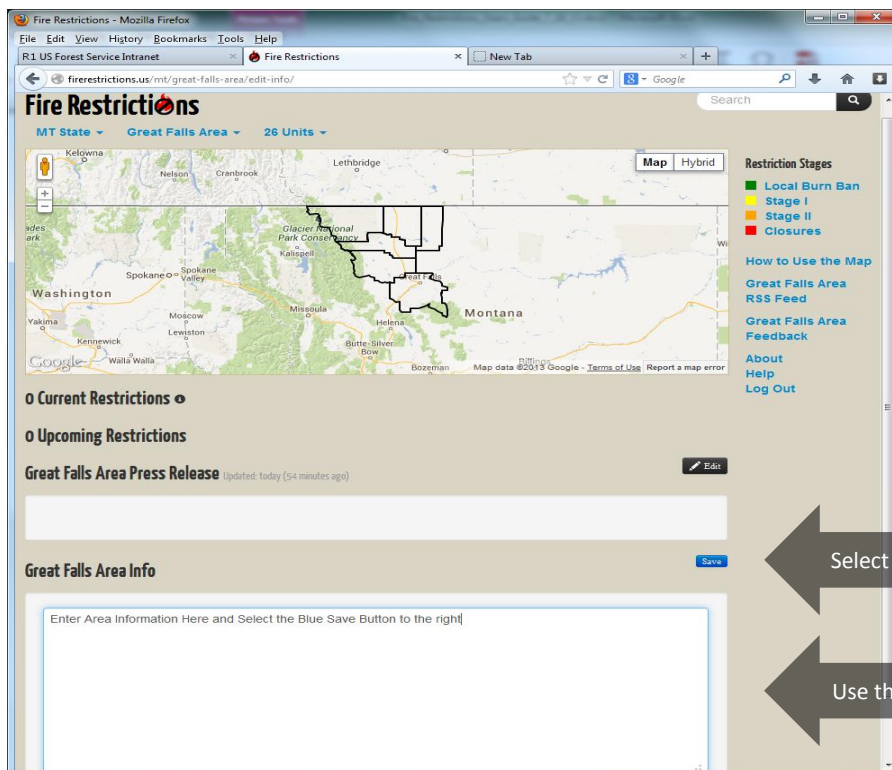


Adding: Select the **Edit** button on the right side of the page under the **Area Info** section.



Select Edit to begin adding Area Info

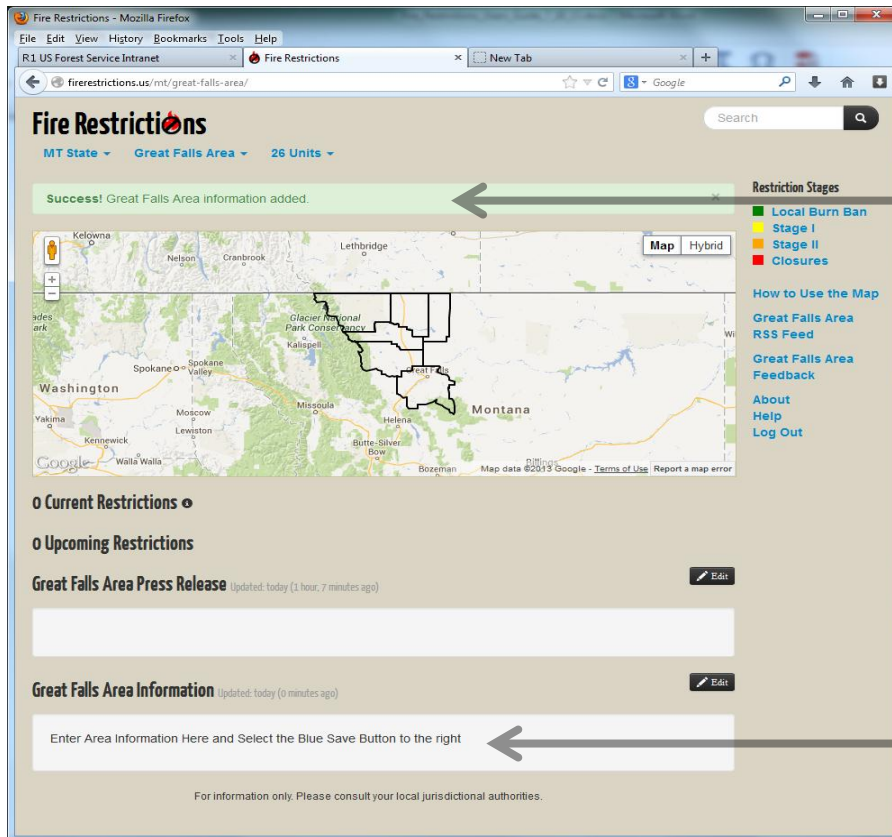
After you select **Edit** you will see a page similar to this one, enter your message and select **Save**.



Select Save after entering your Information

Use this text box to Enter your Information

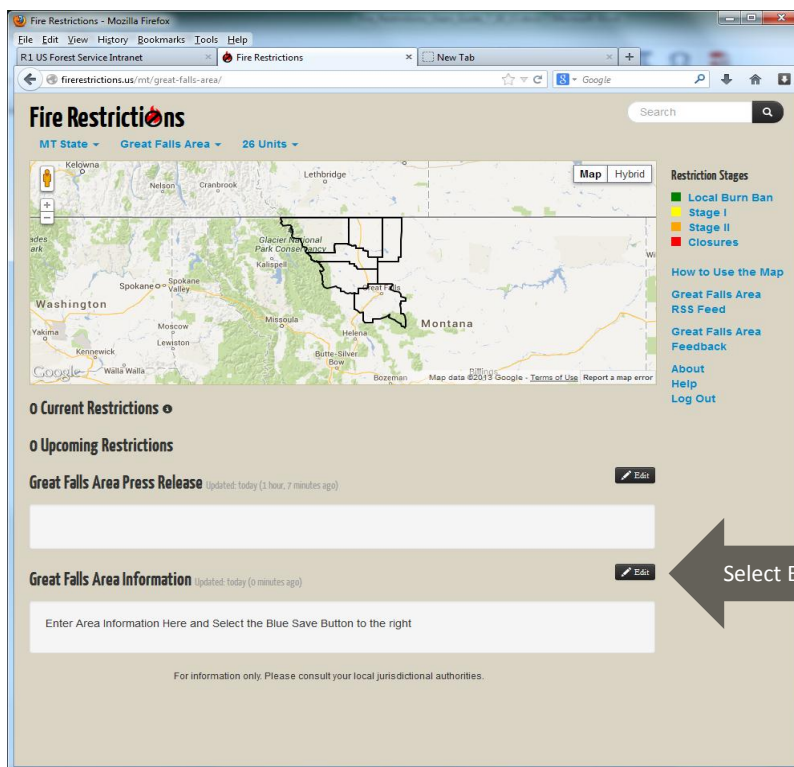
After you have entered the text and selected **Save** you will be routed back to your Restriction Area page.



The Green Box confirms your edits were saved successfully

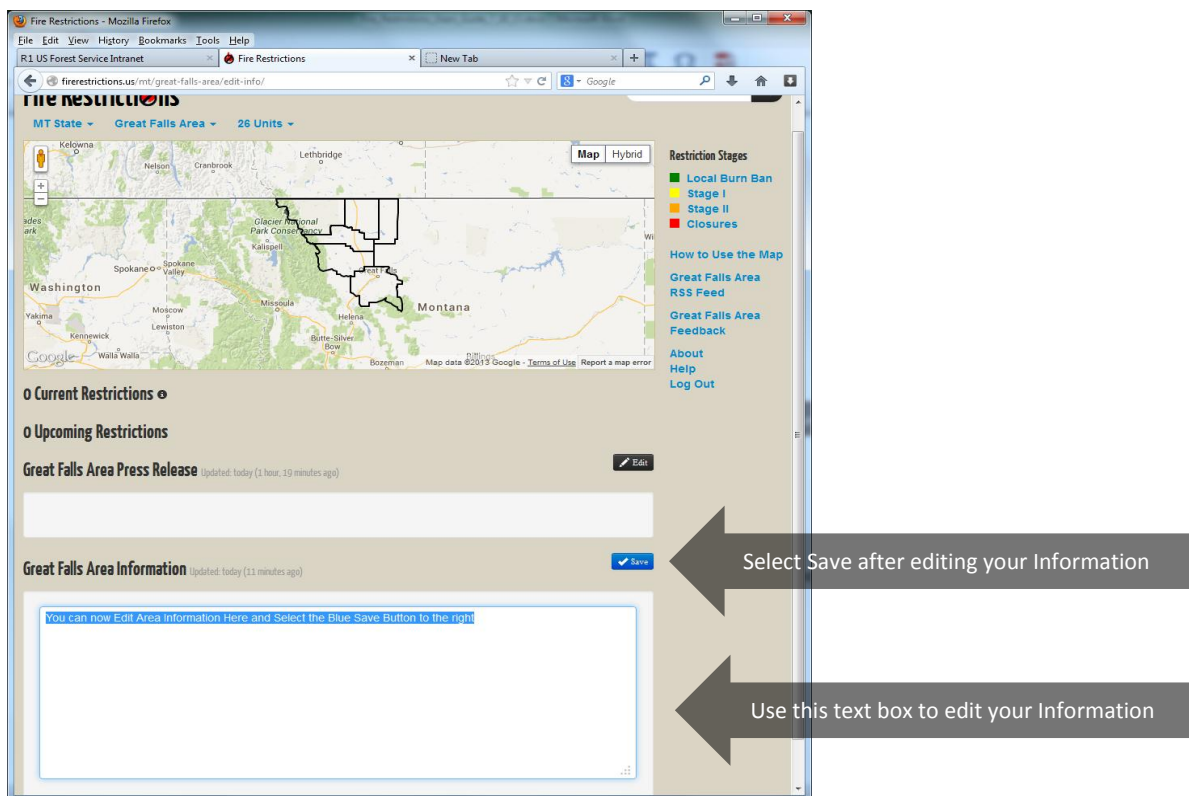
Review the text box to ensure your information is correct

Editing: Start by selecting the **Edit** button on the right side of the page under the *Area Info* section.

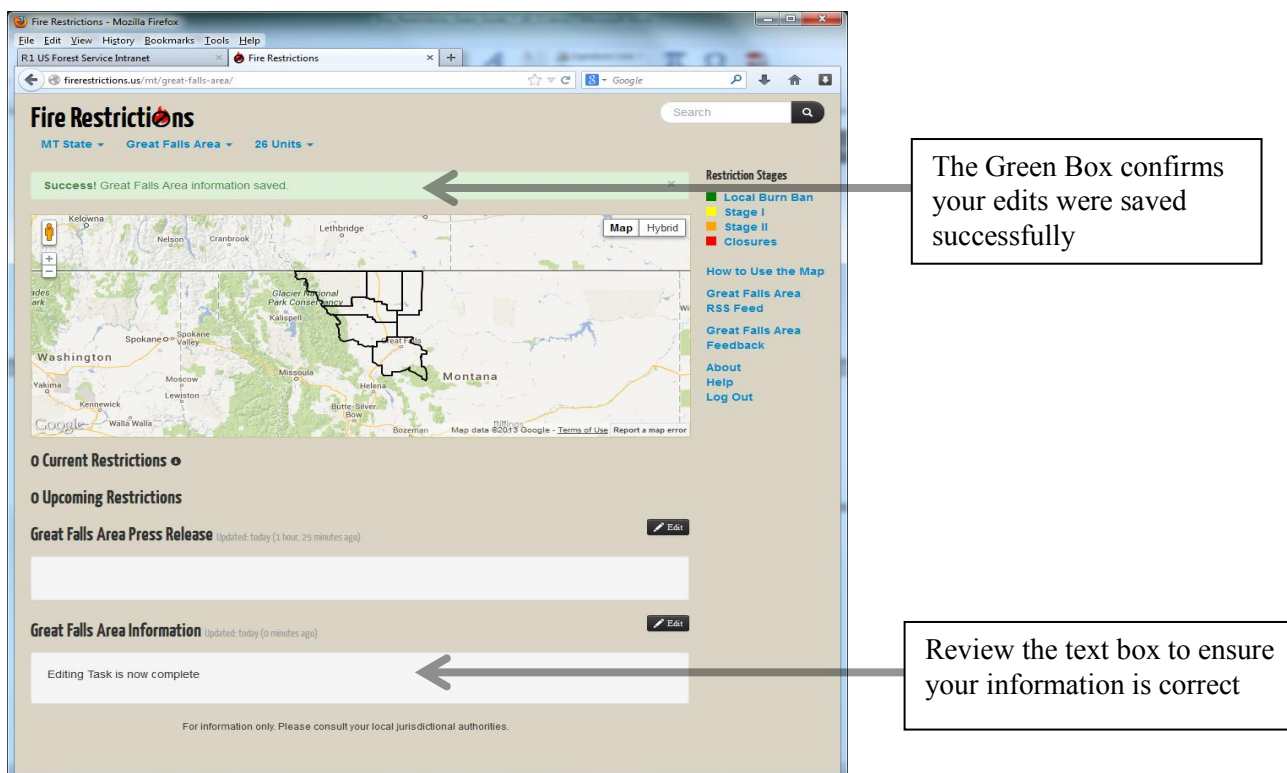


Select Edit to begin editing Area Information

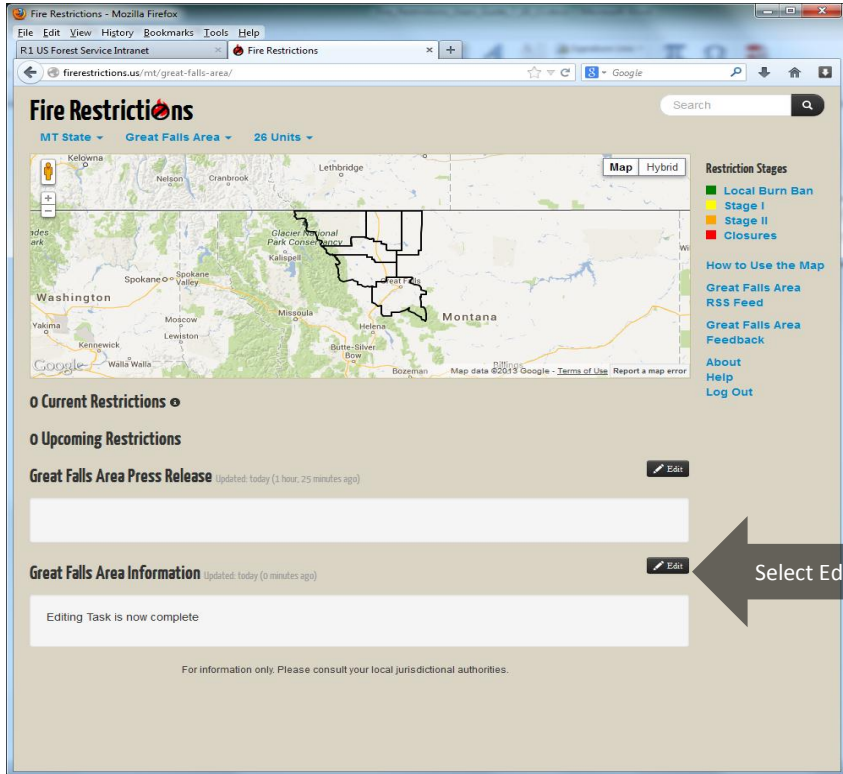
After you select **Edit** you will see a page similar to this one, make the changes to your message and select **Save**.



After selecting **Save** you will see your edits posted to your Restriction Area page.

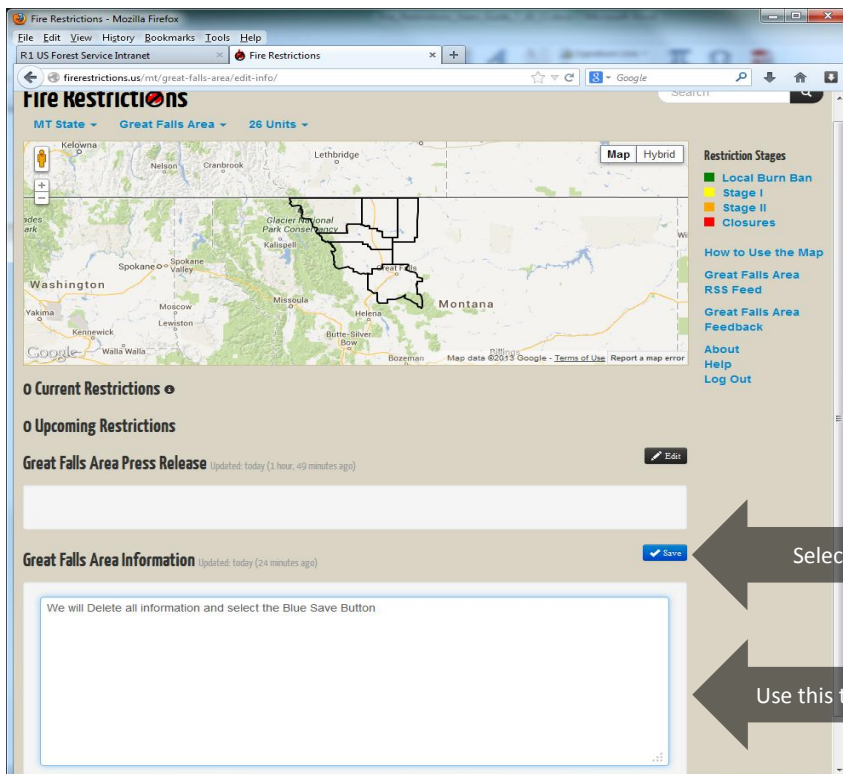


Deleting: Start by selecting the **Edit** button on the right side of the page under the *Area Info* section.



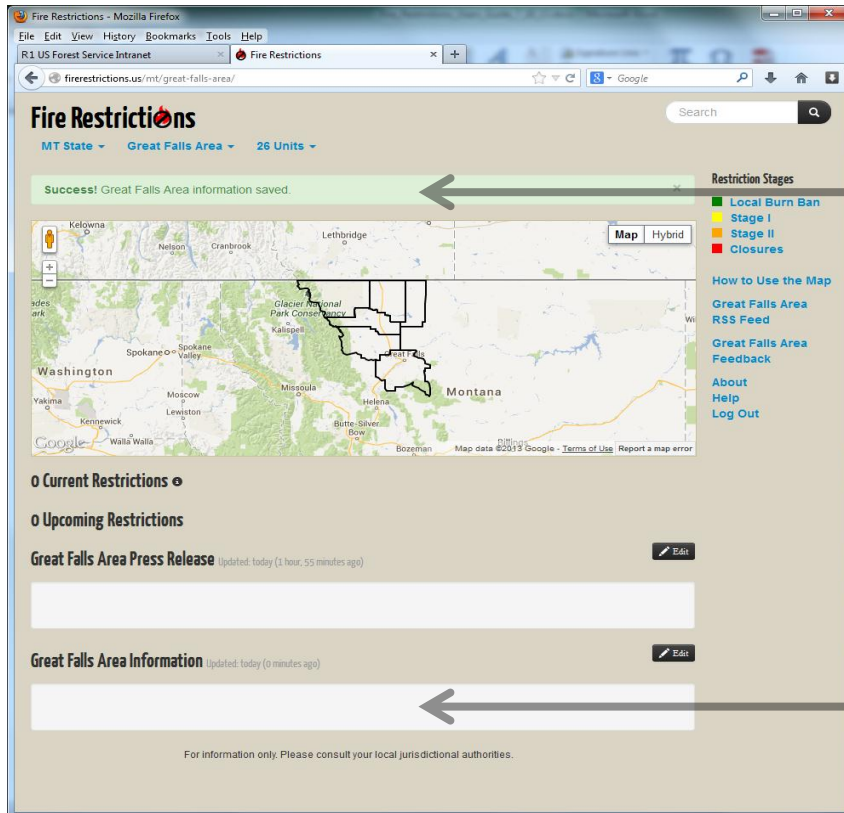
The screenshot shows the 'Fire Restrictions' website in a Mozilla Firefox browser. The page is titled 'Fire Restrictions' and shows the 'Great Falls Area' selected. Under the 'Upcoming Restrictions' section, there is a 'Great Falls Area Information' entry with an 'Edit' button. A grey arrow points to this 'Edit' button with the text 'Select Edit to begin deleting Area Information'.

After you select edit you will see a page similar to this one, delete your message and select **Save**.



The screenshot shows the 'Fire Restrictions' website in a Mozilla Firefox browser, now in the 'edit' mode. The 'Great Falls Area Information' section has a 'Save' button. A grey arrow points to this 'Save' button with the text 'Select Save after you delete the text'. Below the 'Save' button, there is a text box with the text 'We will Delete all information and select the Blue Save Button'. A grey arrow points to this text box with the text 'Use this text box to delete your Information'.

After you have deleted the text and selected **Save** you will be routed back to your Restriction Area page.



The Green Box confirms your edits were saved successfully

Review the text box to ensure your information has been deleted